

Policy

In general, employees who travel must seek to use the least expensive mode of transportation available within the constraints of time, safety, and schedule. The college is obligated to advance or reimburse travel expenses permitted in this policy and by NSHE and the State of Nevada. Reimbursement of travel expenses are to include only those expenses incurred by the immediate traveler and does not include expenses paid on behalf of another traveler. The college expects timely submission of travel forms and the employee expects prompt reimbursement of travel expenses. Travel safety is a major concern whether using state or private vehicles or rental cars. Safety, cost, promptness and accuracy are the key concerns of the travel policy.

Procedures

1.0 Method of Travel

Travel should be by the least expensive method available when total travel time, salary of traveler, availability of college motor pool cars, and estimated cost of transportation are considered. Careful planning and the use of internet booking will often allow for the purchase of airline tickets at discounted

A Vehicle Non-Availability Slip will be issued when a GBC motor pool vehicle is unavailable. The traveler will then be required to contact both Hertz and Enterprise rental car agencies for rental availability. If a rental vehicle is not available, mileage rates will be reimbursed at the full federal rate.

A Driver's Acknowledgement Form

4.2 Exclusions for Rental Contracts.

Vehicles considered luxury to exotic will not be covered for damages or liability;

Driving under the influence of alcohol or drugs;

Driving off road (operator will be personally liable for all damage charges);

Vehicles rented principally for personal use;

Vehicles driven by non-employees (which means students cannot drive unless they are also paid employees and acting as such at the time they are driving); and

Anyone under the age of 21.

15 Passenger Vans are not allowed and are excluded from all contracts.

4.3 Accidents Involving Rental Vehicles. Damages to rental cars should be reported to local law enforcement (if applicable), the rental agency, 2.4 (V)1.1 (11v (e al)2.f)1.1 (2-4 (.)-al)2.f.9 (n)-e (s)5.4 (e)-11.8 (1 (m)9 (ea)-1d [(2.4 (2-4 (ecu(at)2.9 (

Tips

Receipts Required for Reimbursement.

Expenses for parking or vehicle storage

Car rental

Airline ticket stub (passenger receipt), airline ticket invoice or ticketless itinerary

In- and out-of-state lodging

Taxi fare or airport shuttle

5.6 Overnight Lodging within 50 Miles of Principal Station. Reimbursement for overnight lodging in areas less than 50 miles from the principal station must be justified in writing, approved by a Vice President or President, and included with the *Claim for Employee Travel* form. These expenses will not be allowed unless:

Inclement weather conditions make travel difficult

Late official meetings are required

Within fifteen (15) working days after completion of a trip, the *Claim for Employee Travel* shall be filed in the Controller's Office. If an advance has been received, the traveler will indicate the total cost of the trip, amount of advance received, and the amount either due traveler or due the college. The