Department of Public Safety (DPS)  
Office of Traffic Safety  
Travel Policy in Summary

To receive travel expense reimbursement, all travel must be listed in the Agreement award budget between the Office of Traffic Safety (OTS) and the subrecipient agency. Any changes to the travel listed in the Agreement budget must be submitted to OTS via eGrants in a change order with a justification for the change request. OTS must approve the changes prior to travel commencing.

Travel expenses will be paid for by the subrecipient agency upfront. The agency will submit a reimbursement claim to OTS with appropriate backup documentation for expenses.

Travel rates will be reimbursed at the DPS-OTS rates, or the agency’s rates if they are lower. GSA rates are the basis for amounts with the exception of times worked on the first and last days of travel. As stated in the Agreement, GSA, NHTSA, State of Nevada, Department of Public Safety regulations and policies apply to all reimbursement of expenses incurred.

Travel should be accomplished by the least expensive mode practicable.

Air-Travel

* Airfare should be ordered in a reasonable enough time to obtain as low a cost as possible.
* Changes to existing airline flights made for the agency/state’s convenience that result in additional fees and/or charges are considered legitimate travel costs and will be paid by the state. Changes to existing airline flights made for the traveler’s convenience that result in additional fees and/or charges are the responsibility of the traveler/agency and will not be paid by the state. Any additional charges must be paid by the traveler directly at the time the airline changes are made, or will be deducted from the reimbursement claim.

Lodging

* The state approved GSA lodging rates pertain to base lodging rates and do not include taxes or surcharges.
* If no lodging is necessary, the applicable Per Diem rate will be determined by the city/county where a majority of work was performed for that day.
* If travel includes overnight lodging, the applicable Per Diem rate will be determined by the location of the lodging.

Per Diem

Meals provided at meetings, conferences, seminars, etc. will not be eligible for reimbursement. Agendas for meetings, conferences, etc. shall be submitted with the reimbursement documentation.

For single or partial day travel, Meals & Incidental Expense (M&IE) Per Diem will be paid at the following rate:

a) If the traveler is in travel status for less than 8 hours, M&IE Per Diem will not be paid.

b) If the traveler is in travel status for at least 8 hours but less than 10 hours, M&IE Per Diem will be paid at the rate of 25% of the daily standard rate for the traveler’s destination.

c) If the traveler is in travel status for at least 10 hours but less than 12 hours, M&IE Per Diem will be paid at the rate of 50% of the daily standard rate for the traveler’s destination.

d) If the traveler is in travel status for at least 12 hours but less than 14 hours, M&IE Per Diem will be paid at the rate of 75% of the daily standard rate for the traveler’s destination.

If the traveler is in travel status for at least 14 hours, M&IE Per Diem will be paid at the rate of 100% of the daily standard rate for the traveler’s destination.

f) The applicable Per Diem rate will be determined as follows.

For multiple days of travel, the Per Diem will be calculated as explained above for the first and last day of travel, using midnight as the stop time for the first day of travel and the start time for the last day of travel. All intervening days will be paid at 100% of the prevailing daily Per Diem rate, as defined by GSA, subject to the restrictions in this section.

A “continental breakfast” is not considered a meal.

The defined per diem “incidental” expense shall not be excluded from the meals and incidental expense rate. If the Per Diem is earned, the incidental expense will be included in the reimbursement. If the Per Diem is not earned, the incidental expense will not be reimbursed.

Travel Status: The employee’s assigned ultimate travel destination is at least 50 miles from home or their principal duty station, whichever is less in accordance with SAM 0204 (State Administrative Manual). Employees are considered to be in travel status from portal to portal. Meals will not be reimbursed for destinations within the 50 miles.

Mileage Reimbursement –Law enforcement vehicles will not be reimbursed for mileage; however, mileage may be used for match. Mileage must be dedicated in the Agreement budget and will be reimbursed at the current state rate.

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