

NEVADA DIVISION OF TOURISM
MARKETING GRANT TRAVEL REIMBURSEMENT
GUIDELINES

Because funds awarded in the Nevada Division of Tourism Marketing Grant Program are State Funds, travel reimbursements shall be based on the Nevada Division of Tourism Policies and Procedures. Please ensure you become familiar with the following information prior to submitting an Outlay Report and Request for Reimbursement form for any travel related expenses associated with Trade Shows, FAM tours, NTA, ABA and similar conventions and/or conferences related to tourism.

1. Meals and Incidentals:

- a. Expenses for meals and incidentals shall be reimbursed at the US General Services Administration (GSA) per diem rates without receipts. Go to www.gsa.gov and to link "per Diem Rates" to find the current allowable per diem rates (rates vary by season and city/country). Travelers may voluntarily claim amounts at less than the established rates, based on actual expenses.
- b. Up to \$5.00 a day is allowed for incidental expenses (fees for luggage carts, metered parking, subway/bus usage, toll charges and tips) and no receipt is required.
- c. Meal reimbursements will be based on the beginning and ending times of travel as follows:

Breakfast: Must leave prior to 6:30 am
 Must return after 7:30 am

Lunch: Must leave prior to 11:30 am
 Must return after 1:30 pm

Dinner: Must leave prior to 6:00 pm
 Must return after 7:30 pm

- d. When registration fees provide for meals, no additional reimbursement will be allowed for meals with the exception of a continental breakfast. Travelers are to deduct meals furnished to them during a conference or meeting from their reimbursement request in accordance with the rates within the GSA breakdown for the breakfast, lunch and dinner components.
- e. All GSA meal reimbursement amounts include tax.

2. Lodging:

- a. Travelers requiring overnight stay while in travel status shall be reimbursed for lodging at the actual amount shown on the lodging receipt up to the US General Service Administration (GSA) lodging rates. (Go to www.gsa.gov to find the current allowable lodging rates which vary by season and city/country). Travelers will not be reimbursed for lodging without hotel receipts. Copies of credit card statements are not acceptable.
- b. Excess Lodging rates: Upon approval of the Grants Manager, travelers may make exceptions to the rate of reimbursement for lodging when the following applies:

- i. Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training sessions is held or;
 - ii. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.
 - iii. If an exception is approved by the Grants Manager, lodging may be reimbursed **WITHIN THE STATE** up to 150% of the standard rate in affect for the city at the time of travel; **OUT-OF-STATE CONUS** up to 175% of the standard rate in affect for the city/state/country at the time of travel.
3. Mileage:
 - a. Travelers may be reimbursed for mileage when traveling in their personal automobile to attend grant funded trade shows and conferences at the standard mileage reimbursement rate which can be found at www.gsa.gov and clicking on the "POV Mileage" link.
4. Other Travel Related Items: Travelers will be reimbursed for actual expenses incurred for parking or vehicle storage fees and commercial transportation costs (i.e., taxi, shuttle, etc.). Receipts are required.
5. Non-Travel Items:
 - a. Other miscellaneous reimbursable business related expenses are: use of internet services, telephone calls (within reason), and/or fax machines. Receipts are required.
 - b. Travelers will be reimbursed for laundry cleaning/pressing services if the trip is four (4) consecutive nights or longer. Receipts are required.
6. International Travel:
 - a. Travelers going outside the United States will be reimbursed for per diem commensurate with the U.S. Department of State's meal and lodging allowances for foreign cities as listed in the U.S. Department of State's publication, Maximum Travel Per Diem Allowance for Foreign Areas. The current per diem rates can be accessed at the U.S. Department of State's website at:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78 .

Rates vary by season and location, including a variation in incidentals.

Other than allowable per diem amounts for meals & incidentals and lodging for foreign areas, all other out-of-state travel reimbursement rules apply when traveling abroad.
7. Filing Travel Reimbursements:
 - a. Travelers shall include a completed form TE "Claim for Travel Expense" (See Attachment A) along with copies of all required receipts (hotel statements, airline tickets, etc.) in addition to two originals of the "Outlay Report and Request for Reimbursement Form" when requesting reimbursement for travel associated with NCOT Marketing Grants.