



TRAVEL POLICY AND PLAN

Elko County Travel Policy and Plan

MARCH 14, 2023

ELKO COUNTY
540 Court Street
Elko, NV 89801

**Elko County
Travel Policy and Plan**

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History of Revision

Date	Version	Comments
5/18/22	2022	GSA Per Diem/Travel; Approved and Accepted by BOCC
3/14/23	2023	Plan Built on the GSA Per Diem approved by BOCC in May 2022.

Contacts

Procedures Manager:	Elko County Finance
File Name:	Elko County Travel Policy and Plan
Direct Inquires:	Elko County Comptroller Susan Paprocki (775) 748-0221 Or Elko County Grants and Contract Manager Abigail Wheeler (775) 748-0359
Requirement for document acceptance and changes:	This document must be reviewed annually and approved by the Elko County Manager. Changes must be approved by the Elko County Board of County Commissioners.

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CERTIFICATION OF TRAVEL POLICY AND PLAN

This is to certify I have reviewed the Travel Policy and Plan submitted herewith and to the best of my knowledge and belief:

- Elko County Travel Policy Statement adopted 5/18/2022
- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Referenced: Nevada State Administrative Manual

As the Authorized Representative of Elko County, a political subdivision of the State of Nevada, I hereby certify that this Travel Policy and Plan is compliant to the overall structure of multiple funding sources received throughout the County.

Time and training effort will be dedicated to train employees how to implement the Elko County Travel Policy and Plan.

I declare the foregoing is true and correct.

Governmental Unit: Elko County

Signature: 

Date of Execution: March 14, 2023

Name of Official: Amanda Osborne

Title of Official: Elko County Manager

Effective Date: Beginning at the date of execution in the most recent "History of Revision" and for one year. Travel Policy and Plan will be reviewed and certified annually. If changes are required, the document will be taken to the BOCC for approval.

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1. POLICY STATEMENT

The Policy Statement document below was approved by the Elko Board of County Commissioners 5/18/2022. It serves as the policy statement for the remaining Travel Plan sections outlining the implementation of the approved Policy Statement.

Commission Brief

Meeting: 5/18/2022

From: Amanda Osborne, County Manager
Matt Petersen, ECFPD Fire Chief
Amy Lewis, HR Director

Subject: Update to Elko County Per Diem/Travel While on County Business Policy



SUMMARY:

- Elko County is currently undergoing a comprehensive Human Resources policy review and update. As Elko County staff reviews and updates policies, Elko County Board of Commissioners will need to review and approve changes.
- Elko Per Diem/Travel While on County Business policy has not been updated since August 2012. Considering the policy is nearly 10 years old, the allowable amount(s) for lodging, meals, and mileage are outdated and not reflective of the actual cost of travel. In addition, most contracts with outside agencies use the General Services Administration (GSA) rates, which are updated each year.

HIGHLIGHTED CHANGES

- Use of established rates through the GSA (General Services Administration)
- Reduces workload for finance department in process and tracking of post travel documents.
- This will align with most agreements and contracts and use of GSA rates in reimbursements

FISCAL IMPACT

Update allowable travel reimbursement/allowance rate(s) from old policy to match established GSA rates. GSA rates are adjusted annually.

RECOMMENDATION

Elko County and Fire District staff recommend the change and update of the Per Diem/Travel Policy for the Elko County Human Resources Policy Manual.

POSSIBLE MOTION

Should the Board/s agree with staff's recommendation, a possible motion could be:

"I make a motion to approve the Elko County Travel Policy update effective immediately".

5/10/2022 M. Petersen

2. PURPOSE

The purpose of this policy is to establish a uniform rate and travel method for Elko County employees and participants while traveling on public business. The Board of County Commissioners elected to follow GSA Rates on 5/18/2022, which is a recognized standard travel rate for many governmental organizations. However, certain state or federal policies may differ and supersede the County's policy to follow the GSA rate, which are tied to the specific project, program, or funding source of a County Department.

This policy works in conjunction with other County policies and procedures, including the Elko County Personnel Policies, as amended.

3. DEFINITIONS

Accounts Payable (AP) Pay Claim: A Pay claim for expenses to be paid by Elko County for the purchase of goods and services of the department.

Authorized Organizational Representative (AOR): Designated representative with the authority to act on the organization's behalf. (County Manager and Fire Chief)

Away from Duty Station Qualification: Twelve (12) or more hours from the traveler's official workstation and requires overnight accommodations.

Cost Allocation Plan: A County plan that outlines the methodology used by departments to split expenses among parties appropriately.

Employee: A full time person employed for wages or salary by Elko County who participates in travel for County business.

Extended (Temporary) Assignment: A long-term assignment to a position in a duty station outside the headquarters for a period of more than two (2) weeks.

Participant: An independent contractor, business, or other entity that works on programs or projects housed with Elko County and may travel for business or training to benefit the County's programs or projects.

P-Card Claim: A monthly reconciliation report of expenses made on a County p-card turned into Fiscal Affairs after the period's close.

P-Card: Procurement card (like a debit card) issued by Elko County to an employee who purchases goods and services on behalf of Elko County. See P-Card Policy.

Same-Day Travel: Same day travel is conditional based on the employee's assigned duty station. Same-day travel may be eligible for partial travel expenses if it is away from the assigned duty station and completed in less than twelve (12) hours.

Travel Companion: A Traveler's companion, not traveling for the purposes of County business.

Travelers: Employees, participants, or anyone eligible to travel on behalf of Elko County.

4. RESPONSIBILITIES, AS APPLICABLE TO THIS POLICY

4.1 Board of County and Fire Commissioners

- Setting County Policy

- Oversight of County Management
- Managing County budget and financing

4.2 Authorized Organizational Representative

- Ascertain and assure policies and procedures are followed
- Approve case-by-case exceptions

4.3 Department Heads

- Manage department employees, policies, and procedures
- Approve Travel
- Review travel expenses
- Ensure forms are complete and processed correctly
- Communicate with Fiscal Affairs regarding exceptions

4.4 Fiscal Affairs

- Question unclear costs and incomplete documents
- Process complete claims
- Communicate with Elko County Manager and BOCC regarding potential or actual fraud, waste, or abuse of travel expenses

5. POLICY

5.1 General Policy

It is the policy of the Elko County Board of Commissioners that travel should be by the least expensive method available when such factors as total travel time, the employee salary, availability of County Fleet cars, and transportation costs are considered.

Travelers are eligible for per diem, lodging, transportation costs, and/or vehicle rental reimbursements if they travel away from their assigned duty station. Same-day travel is conditional. It may be eligible for fuel (or mileage), partial per diem, and/or actual travel-related expenses.

All travel will be tracked on a Travel Form with a department-assigned travel number. A sample form is found in Appendix 2. The department assigned travel number is in the format DEPT-MMY-LASTNAME, for example: ECFA-0423-Doe. This is a reference number that helps Fiscal Affairs track and verify expenses for all costs associated with that trip. The same number is used on each claim for the same trip.

For example: It is February, and an employee has a training trip planned for June. They book their flight and hotel in March, so the p-card claim is processed in March. They request per diem on the AP cycle before traveling, so another claim for the same trip is processed in late May. When the trip is complete, they might request fuel reimbursement that they didn't anticipate when they requested their per diem, so another claim for the same trip is processed in late June. Having the same trip number allows the AP office to tie all the claims to the same trip.

Employee Travel: Department Heads chose the method their employees use to process travel claims. They may use their P-Card, process an AP Pay Claim, or a combination, but it must be consistent for the entirety of that trip.

A typical combination separates pre-paid travel, like the event registration, lodging, and air fare on a P-Card and Meals and Incidental Expenses (M&IE) on an AP Pay Claim. When choosing to process a combination of claims, the employee may be paid in advance on the AP cycle before the date or reimbursed after the date of travel.

Fuel or mileage rates may be claimed, *but not both*. Fuel is paid by using a P-Card, where mileage rates are paid through AP Pay Claims. If employees use a County vehicle, they *must* use their P-Card or Fleet-Card.

Table 1 – Example of a Combination of Claims

P-Card	AP Pay Claim
Event Registration	Meals and Incidental Expenses
Lodging	Mileage Rate (not fuel)
Transportation (Flight, Train, Bus)	
Fuel (not mileage rate)	

While traveling, when an employee uses their P-Card for their convenience, they accept that the actual cost may come in lower than the GSA Rates. If there is a difference between the GSA rates and the P-Card expenses by the end of the trip, the AP Office will not process the difference.

If the per diem and fuel advances have been made to the employee, but the travel is cancelled, then the employee will repay an advance.

If traveling employees are paid an advance or request reimbursement, they must not use their P-Card for the same travel expenses.

Participant Travel: Participants shall pay their travel expenses from their personal money and process an AP Pay Claim through the applicable department for reimbursement within 30 days of the travel being completed.

5.2 Travel Authorization & Responsibilities

All travel must be approved by the Department Head and/or Granting Agency (if applicable) before travel. The travelers and the Department Heads are responsible for completing the required documentation, keeping applicable receipts, and submitting such documentation to Fiscal Affairs for P-Card or AP Pay Claims.

Travelers and Department Heads are responsible for canceling travel arrangements as soon as practical when needed. They need to recoup any funds available, keep a record of the canceled plan, and note the P-Card or AP Claim packet.

Department Heads, employees, and participants are responsible for keeping travel expenses free of waste, fraud, and abuse. They must provide applicable receipts and backup documentation with the travel form at every stage of processing. The Fiscal Affairs office is responsible to verify the expenses were used for travel and follow this policy. Please see Section 5.10 for more information.

5.3 Companion Traveler Restrictions

While conducting County business, travelers can travel with personal companions but may not use a County vehicle or expend county funds on behalf of the companions. When using a P-Card, Elko County employees must only pay for their own meals.

Because the Employee may not take a County Fleet Vehicle while traveling with a companion, they will include fuel in the request for per diem at the lower POV rate (See Section 5.8). Fuel expenses charged to the County must represent business travel purposes only, like training or work assignments.

5.4 Budget Constraints

There may be times when a Department's budget or funding source, like a grant, doesn't have enough money to pay GSA rates. Budget constraints are case-by-case basis and reviewed with Fiscal Affairs. The best practice in these cases is to issue a P-Card and track receipts along with the budget.

5.5 Travel Status & Rates

5.5.1 Application and Exception of GSA Rates

Travelers shall be limited to the Government Services Administration (GSA) rates for their destination(s). Maximum rates for lodging, meals, and incidental expenses are established by the destination's City/County/State and by season. Travelers are directed to the GSA's website <http://gsa.gov> and the link to "Travel" and complete the "Per Diem Look Up" to locate the most current rates.

Travelers may purchase breakfast even if continental breakfasts are provided. Employees shall not claim full meals furnished to them during a conference, meeting, or other work function on a P-Card or AP Pay Claim, whether the traveler consumes the meal or not, except when the Department Head has approved an exception when the following applies:

1. Traveler has a food allergy and/or dietary restriction that preclude the employee from consuming the meal provided.
2. If the condition above exists, the traveler is to claim such meals with the Department Head's approval, including proof of the approval, such as a memo with the claim.

Travelers will complete a Travel Form including travel information such as the purpose of travel, travel dates, GSA per diem rates, lodging, transportation, conference registration, and other travel costs. Upon Department Head approval, travelers may make an exception to the GSA rates if the following applies:

1. Lodging is procured at a prearranged place such as a hotel where a conference, meeting, or training session is held and reduces other costs such as transportation and overtime; or
2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby, and the cost to commute to/from the nearby location exceeds the cost savings from occupying less expensive lodging.

If the condition above exists, the traveler will include the written exception in the P-Card or AP Pay Claim packet, along with backup documentation such as costs of surrounding hotels for the same room for the same night. The Department Head and AOR must approve the higher rates.

5.5.1 Personal (Family/Friends) Accommodations:

If a traveler is staying with family, friends, or a similar personal accommodation, they will be reimbursed at half (1/2) the GSA rate for the items not charged to the travel expenses. For example, if the traveler stays with their sister in Las Vegas for training, they would be paid ½ the

GSA rate for lodging and possibly meals, even though no funds were expended. The traveler and Department Head will note the arrangements on departmental letterhead in the travel packet.

5.6 Extended (Temporary) Assignments (Assigned Duty Station)

When an employee is assigned to a location for a longer period, for example, longer training stays at P.O.S.T.; their travel may need to be qualified to be reimbursed under the Travel Plan. The travel reimbursements will be reviewed on a case-by-case basis. An array of considerations, such as the applicable bargaining unit, the travel and food arrangements by a facility, and the purpose of travel. The Department Head, Human Resources Director, Comptroller, and AOR will review the travel request before processing for payment.

5.7 Tipping

GSA Meals and Incidental Expenses (M& IE) caps include the tax and tip. When the traveler is using the County P-Card to pay for their meals, tipping is limited to twenty percent (20%) of the cost of the meal, up to the GSA limit. Tipping above twenty percent (20%) is up to the discretion and potentially the cost of the traveler.

5.8 Use of Fleet and Personal Vehicles

There are four categories of Privately Owned Vehicle (POV) Mileage rates, but *two are the most applicable to Elko County*. The first one is the rate for using a privately owned vehicle if a government vehicle is unavailable. The second one is for the use of privately owned vehicles when a government-owned vehicle is available, but they chose to take their privately owned vehicle for convenience, such as traveling with a companion.

When an employee uses a County or Departmental Fleet Vehicle, they must use their P-Card or Fleet Card to fuel the vehicle. On the Travel Form, they need to capture the applicable miles even they are not seeking a fuel advance or reimbursement because it serves as backup for trip verification. Many departments traveling under federal and state funders are required to provide this information to receive reimbursement from their grants.

Table 2 – GSA Vehicle Rates

Privately Owned Vehicle (POV) Mileage Reimbursement Rates		
i GSA has adjusted all POV mileage reimbursement rates effective July 1, 2022.		
Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	July 1, 2022	\$1.81
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	July 1, 2022	\$0.625
If Government-furnished automobile is available	July 1, 2022	\$0.22
Motorcycle	July 1, 2022	\$0.605

5.8.1 GSA Vehicle Rates

Use of Privately Owned Vehicle (POV) if no Government-furnished automobile is available includes County Administration Vehicles or Departmental Fleet vehicles. If a traveling employee works for a department with access to fleet vehicles or within 25 miles of the County Complex, they must show proof that they did not have access to a County or Departmental Fleet vehicle to request mileage reimbursement at this rate. Employees stationed outside a 25-mile radius of the County Complex and Participants may request mileage at this rate without further documentation.

Use of Privately Owned Vehicle (POV) if Government-furnished automobile is available refers to the use of personal vehicles for convenience. An employee who chooses to take their own or vehicle for a variety of reasons, such as traveling with a companion, may request this rate. If an employee stationed within the 25-mile radius did not request the use of a County or Departmental vehicle, they will receive this rate.

If an employee is planning on taking a personal vehicle and is processing an AP Pay Claim, it is best practice for them to request the mileage rate at the same time as the M&IE. Include a map printout showing the number of miles to and from the destination as a backup to the request.

5.8.2 Participant Copilots:

Participants may accompany an Elko County employee, responsible for driving, if they share the same purpose and destination.

5.8.3 Shared Vehicle (Car Pooling):

Travelers are encouraged to carpool when traveling to the same event. Travelers, whether employees or participants, may not each claim mileage, vehicle rental costs, or any other shared travel costs. However, if applicable, they may split the actual costs between travelers or programs (See Cost Allocation Plan).

5.9 Use of Rental Vehicles, Ride Share, and Transportation

When traveling, travelers are encouraged to use a combination of public transportation, taxis, and network transportation (such as Uber) or stay at the venue when possible. If a traveler requires a rental vehicle, they must be prudent in choosing one, typically picking a small or mid-size sedan that accommodates all travelers. Liability Insurance must be purchased from the rental agency.

5.10 Travel Claims (Employee and Participant)

Travel requires a Travel Form and a packet of information to be included with their P-Card or AP Pay Claims supporting the travel costs and the adherence to the Travel Plan. The travel packet is similar for both the P-Card and AP Pay Claim. The only difference is that meals receipts are not required for the AP process.

The backup documentation includes detailed receipts (except for AP processed M&IE). Please see Table 1 for a list of common receipts in a travel packet. There may be more or less depending on the purpose and complexity of travel.

Table 3 – Receipts P-Card Vs AP Pay Claims

P-Card Claim	AP Claim
<ul style="list-style-type: none"> Detailed meal receipts (including second page with the total and tip), capped at the GSA Rates Reservation Receipt (or event announcement) Mileage Map (i.e., you drive to SLC for a flight) Fuel receipts Transportation Receipts Lodging Receipts (Capped at GSA Rates) Car Rental Receipts Other receipts or explanations as needed 	<ul style="list-style-type: none"> No meal receipts required. Elko County will reimburse according to GSA Reservation Receipt (or event announcement) Mileage Map (i.e., you drive to SLC for a flight) Transportation Receipts Lodging Receipts (Capped at GSA Rates) Car Rental Receipts Other receipts or explanations as needed

Figure 1 - Receipt Examples



If traveling with a partner or group, one traveler is the primary payer, “Chief of Party.” The Travel Form will be completed for each traveler, totaling the travel expenses on the Chief’s P-Card or AP Pay Claim packet.

A state or grantor travel form may be used in lieu of a County travel form if it contains all the pertinent information required to process travel claims.

Non-receipt transactions, such as public ground transportation (i.e., City buses), may require the traveler to pay with cash. The traveler may include an affidavit of expense signed by both the traveler and the Department Head to request a reimbursement.

6. FISCAL REVIEW

The Fiscal Affairs Office will review all submitted travel claims to verify accuracy and that expense claims are free of waste, abuse, and fraud. The processor will compare receipts to the travel

dates, weigh the claim against reasonable and appropriate expenses, and verify the information is accurately represented in the claim.

Incomplete or incorrect travel claims will be returned to the claim's processor with the Department Head copied. They will be given a timeline to have the claim corrected.

If the receipts are more than GSA rates without the Department Head's approval, defined in 5.4 and 5.5, or the employee makes unallowable purchases with their P-Card while traveling, the employee will be required to reimburse the County for such expenses.

If there are continuous problems with the same Department, Employee, or Participant, the problems will be reported to the Department Head, Elko County Comptroller, and County Manager. Consequences of failing to follow County policy are outlined in the Personnel Policy, P-Card, and Accounts Payable Policies.

7. PROHIBITED/UNALLOWABLE EXPENSES

The following is a list of examples of incidental and personal expenses that are generally not allowable for reimbursement:

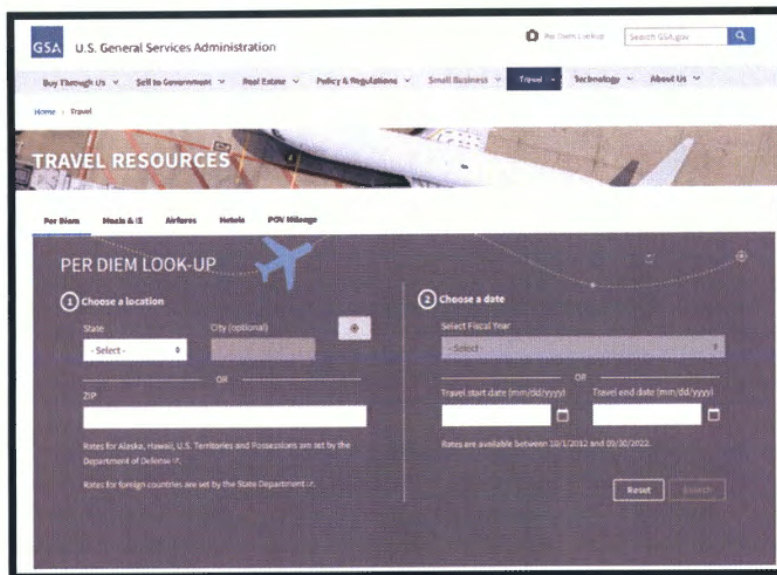
- Payment or reimbursement for onsite lodging, and meals
 - Such as dorms at P.O.S.T.
- Mileage for County Vehicles
- Mileage traveled within the County for the Board of County Commissioners and designated employees receiving a vehicle allowance
- Mileage for the commute to work/duty station
- Emergency repairs on non-County vehicles
- Vehicle rental Fuel Service Option (FSO) or Fuel Purchase Option (FPO)
- Alcoholic beverages
- Refreshments and snacks beyond the GSA Rates
- Medical remedies, health supplies, cosmetics, personal entertainment, e.g., in-room movies, saunas, fees for exercise room, sports events, personal reading material, personal grooming, optional tours, souvenirs
- Airline club membership fees, airline priority boarding fees, and credit card fees
- Childcare fees
- Kennel/boarding fees (except County owned animals)
- Expenses related to travel companions.
- Political, charitable contributions, or events
- Short-term airport parking exceeding the long-term rate
- Other incidental expenses determined to be personal, extravagant, or considered unreasonable or unnecessary.

APPENDIX 1: GSA INSTRUCTIONS

This is an example of how to look up the GSA Rates. You would be looking up the most recent federal fiscal year. To find the most current per diem lodging, meals, and incidentals rates, follow these instructions:

1. Follow this link: <https://www.gsa.gov/travel-resources>
2. You should land on this page:

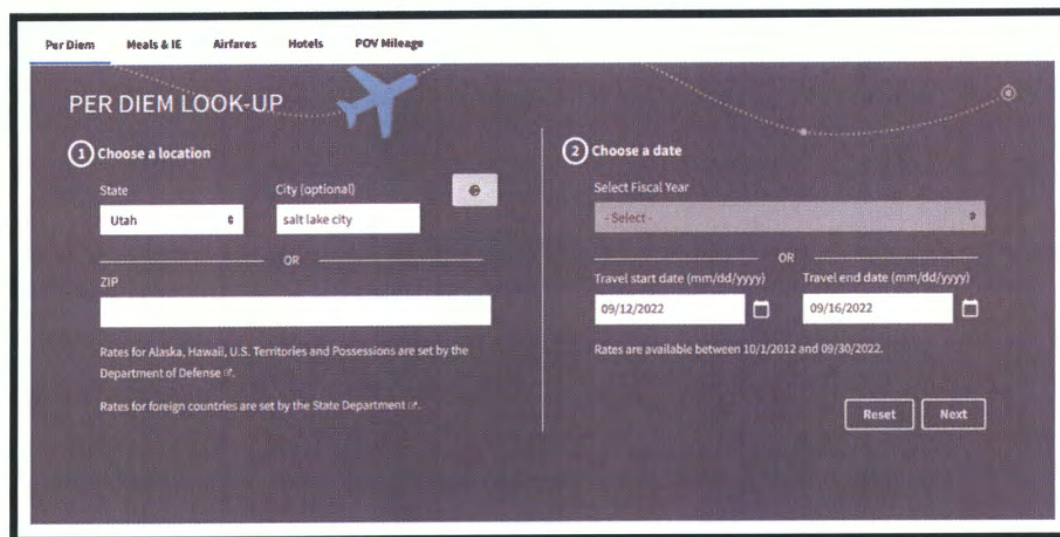
Figure 2 – GSA.gov Travel Resources



The screenshot shows the GSA.gov website with the 'TRAVEL RESOURCES' section highlighted. The 'PER DIEM LOOK-UP' form is visible, featuring two main sections: '1 Choose a location' and '2 Choose a date'. The 'Choose a location' section includes a 'State' dropdown menu (currently set to 'Utah') and a 'City (optional)' text input field (containing 'salt lake city'). Below these is a 'ZIP' input field. The 'Choose a date' section includes a 'Select Fiscal Year' dropdown menu (currently set to '2022') and two date input fields for 'Travel start date (mm/dd/yyyy)' and 'Travel end date (mm/dd/yyyy)'. The form also includes a 'Reset' button and a 'Next' button. A note at the bottom states: 'Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense (DOD). Rates for foreign countries are set by the State Department (DHS)'.

3. The easiest way to calculate the cost rate is to complete the fields on this page and click the Next button at the bottom right. For example, search for travel to Salt Lake City in September 2022.

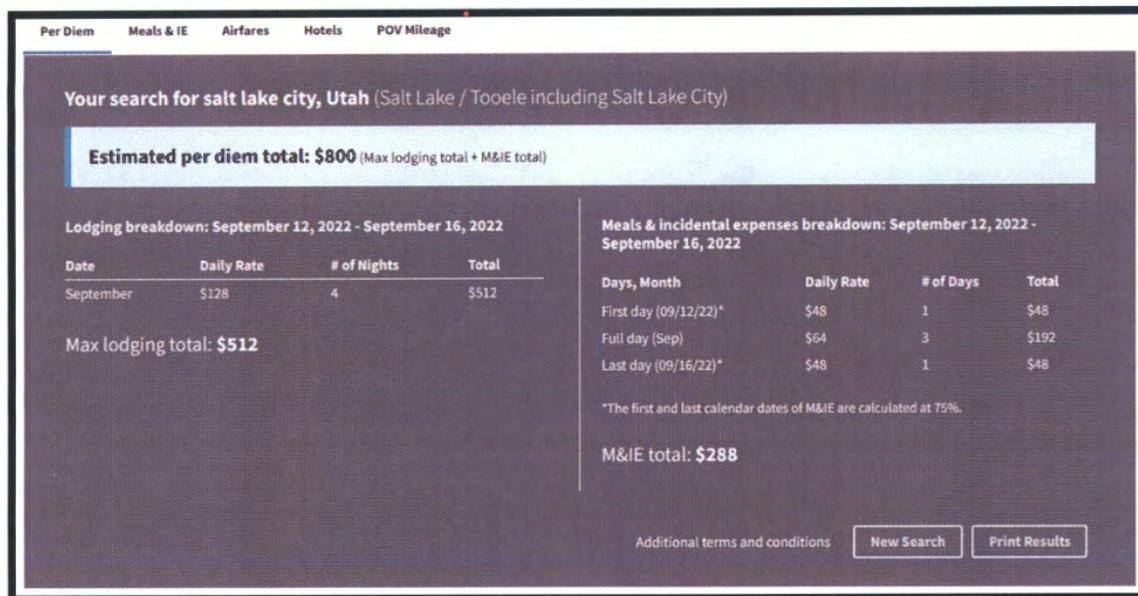
Figure 3 – GSA.gov Per Diem Look-up



The screenshot shows the 'PER DIEM LOOK-UP' form with example data entered. The '1 Choose a location' section has 'Utah' selected for the 'State' and 'salt lake city' entered for the 'City (optional)'. The '2 Choose a date' section has '2022' selected for the 'Select Fiscal Year', '09/12/2022' entered for the 'Travel start date (mm/dd/yyyy)', and '09/16/2022' entered for the 'Travel end date (mm/dd/yyyy)'. The form includes a 'Reset' button and a 'Next' button. A note at the bottom states: 'Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense (DOD). Rates for foreign countries are set by the State Department (DHS)'.

- It will take you to a summary page, where you can print the results, but we prefer Table 5 for back up documentation:

Figure 4 – Summary Page Per Diem Results



- Or, you can click on the individual headings and get individual breakdowns. You would match up the summary of the whole day with the M&IE Total in the chart to calculate your per meal threshold. There is another one for lodging:

Table 3 – M & IE per Meal Category

Per Diem

Meals & IE

Airfares

Hotels

POV Mileage

Meals & Incidental Expenses FY 2022

This table lists the six M&IE tiers in the lower 48 continental United States. Use the Per Diem rates tab above to look up a travel location and find its total M&IE. Locate that amount in the first "Total" column of the table below. The corresponding row provides specific meal breakdowns for the tier. The portion of the M&IE rate provided for incidental expenses is currently \$5 for all tiers.

M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

6. For current mileage, click on the heading Privately-Owned Vehicle Mileage (you need to verify you are working with the most current rates): <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

Table 4 – GSA Vehicle Rates (Duplicate from page 6)

Privately Owned Vehicle (POV) Mileage Reimbursement Rates		
i GSA has adjusted all POV mileage reimbursement rates effective July 1, 2022.		
Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	July 1, 2022	\$1.81
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	July 1, 2022	\$0.625
If Government-furnished automobile is available	July 1, 2022	\$0.22
Motorcycle	July 1, 2022	\$0.605

7. Lodging rates are BASE RATES and DO NOT include taxes, resort, or conference fees, as applicable.
8. Meals, Incidentals, and Expenses rates DO include taxes and tips.

The Travel Form will be used to capture the entirety of the trip serving as the request for a per diem payment through AP or as the summary of the backup documentation for a P-Card Claim. Below is an example of the Travel Form followed by examples of how to use it.

Elko County Travel Form

Travel Form Number DEPT-MMY-LASTNAME Name: _____ Phone: _____
Grant Funded (Y/N): _____ Email: _____ P-Card, AP, Combo _____

Traveler is:

- ☐ Individual County Employee
- ☐ Chief of Group Travel
- ☐ Attendee of Group Travel
- ☐ Participant

To modify this worksheet, click on Unprotected Worksheet in the Review Ribbon. No password required.

Transportation Codes:

- BU - National Bus Service
- CV - County Vehicle
- FL - Flight
- OT - Other: Taxi, Shuttle, Rental, Transit
- PCC - Personal Car, Convenience
- PCN - Personal Car, No County Car Available
- TR - Passenger Train
- X - Passenger in Car

Mile Rate:

0.655

0.22

Date	Destination & Purpose	M & IE Allowable Rates			P-Card	Actual Lodging, Fees, etc**	Transportation**			GSA	Actual
		GSA Rate	Minus GSA Exclusion	Net Per Diem*	Actual Expense**		Code	Vehicle Mileage	GSA or Actual		
				\$ -						-	\$ -
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Totals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -	-	\$ -

Total GSA Allowable	(M&IE, MRate, Lodging, etc)	Total P-Card	Registration
Total Actual	Total AP Pay Claim	Other	
		Total	\$ -

By my signature below, I certify that the expenses made on this claim are true and correct. The claim conforms to governing statutes, and the Elko County Travel Plan.

Traveler Signature _____ Department Head Name _____ Department Head Signature _____

Date _____ Date _____

Fiscal Affairs Office

Verified by: _____ Date: _____

*Receipts required if using P-Card

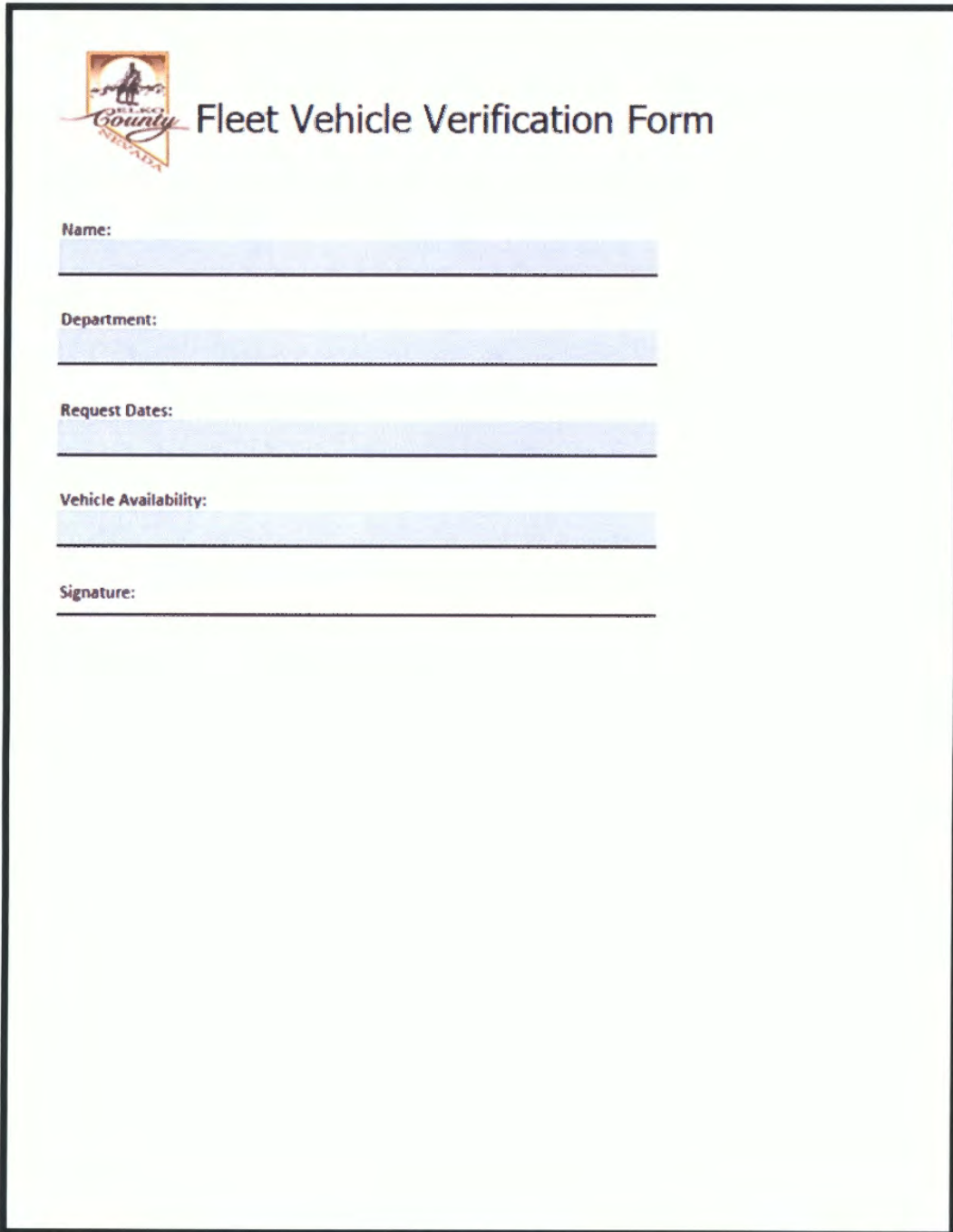
**Receipts required

Last Revision Date: 3/13/23


APPENDIX 3: FLEET VERIFICATION FORM

The Manager's Office maintains a small fleet of vehicles that Elko County employees may check out for their travel needs. An employee may use this form to request a vehicle and if there isn't one available, the Manager's office will notify the employee. The employee may need to provide a document such as this if they need to request fuel reimbursement.

Figure 8 - Fleet Vehicle Verification Form



The form is titled "Fleet Vehicle Verification Form" and features the Elko County Nevada logo on the left. The logo consists of a square frame containing a silhouette of a person on horseback, with the text "Elko County" and "NEVADA" below it. To the right of the logo, the title "Fleet Vehicle Verification Form" is written in a large, bold, sans-serif font. Below the title, there are five horizontal lines for text entry, each preceded by a label: "Name:", "Department:", "Request Dates:", "Vehicle Availability:", and "Signature:". The lines are light blue and have a thin black border.

 **Fleet Vehicle Verification Form**

Name: _____

Department: _____

Request Dates: _____

Vehicle Availability: _____

Signature: _____

Figure 9 - Sample complete Elko County Travel Form

Figure 10 - Event Registration

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Figure 11 - Registration Receipt

2023 Annual Grants Training

Abby Wheeler(Self)
Registered

Registration Fees:
Annual Grants Training - April 11 - April 13, 2023 - \$969.00

Organization:
Elko County

Email:
Preferred
awheeler@elkocountynv.net

A continental breakfast will be provided on Tuesday, Wednesday, and Thursday.
Lunch will be provided on Tuesday and Wednesday.
Please include any dietary restrictions for lunch:
None

Figure 11 - Lodging, Meals, and Incidentals

Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the

[National Association of Counties \(NACo\) website](#) to learn which website.

Filter Results

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia, and the counties of Montgomery and Prince George's in Maryland)	\$257	\$186	\$186	\$186	\$186	\$254	\$258	\$258	\$258	\$172	\$172	\$257

Showing 1 to 1 of 1 entries

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be disbursed down trip voucher. [See M&IE Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia, and the counties of Montgomery and Prince George's in Maryland)	\$79	\$18	\$30	\$30	\$5	\$59.25

Showing 1 to 1 of 1 entries

Note:

Lodging doesn't include taxes

Meals include taxes and tips

If the meal with taxes and tip is less than the capped rate, then tipping is capped at 20%

Incidentals do not include tipping for meals, but other situations like porters or baggage carriers.

Figure 12 - Mileage Map Example

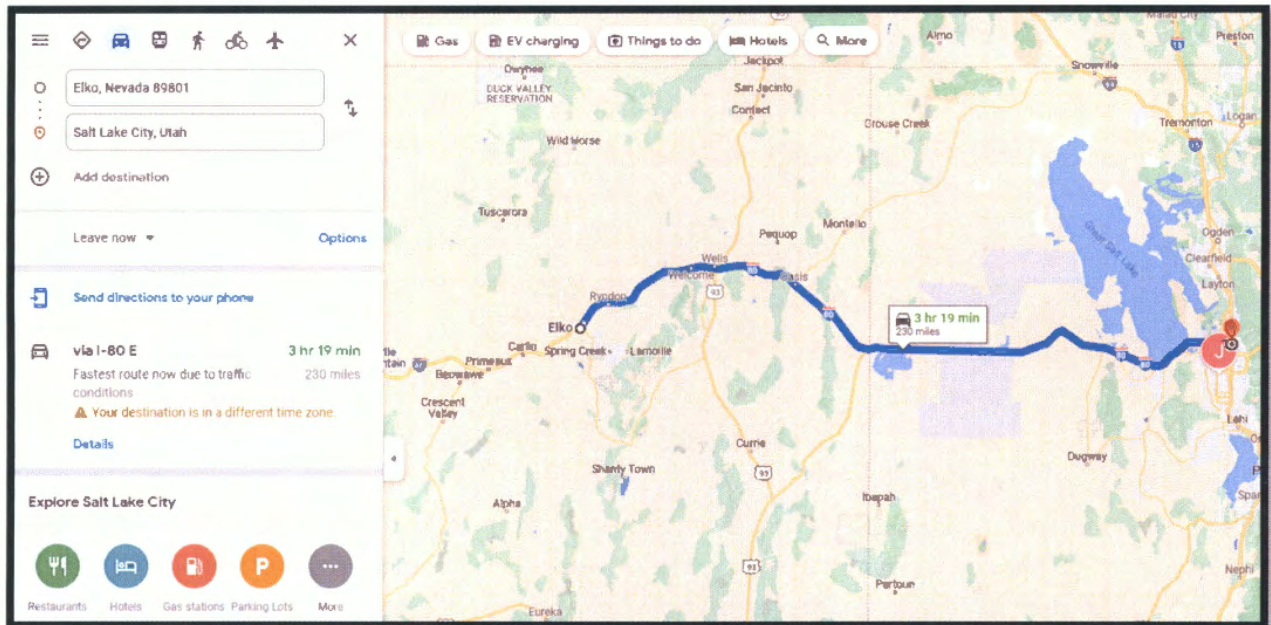


Figure 14 - Flight Receipt Example

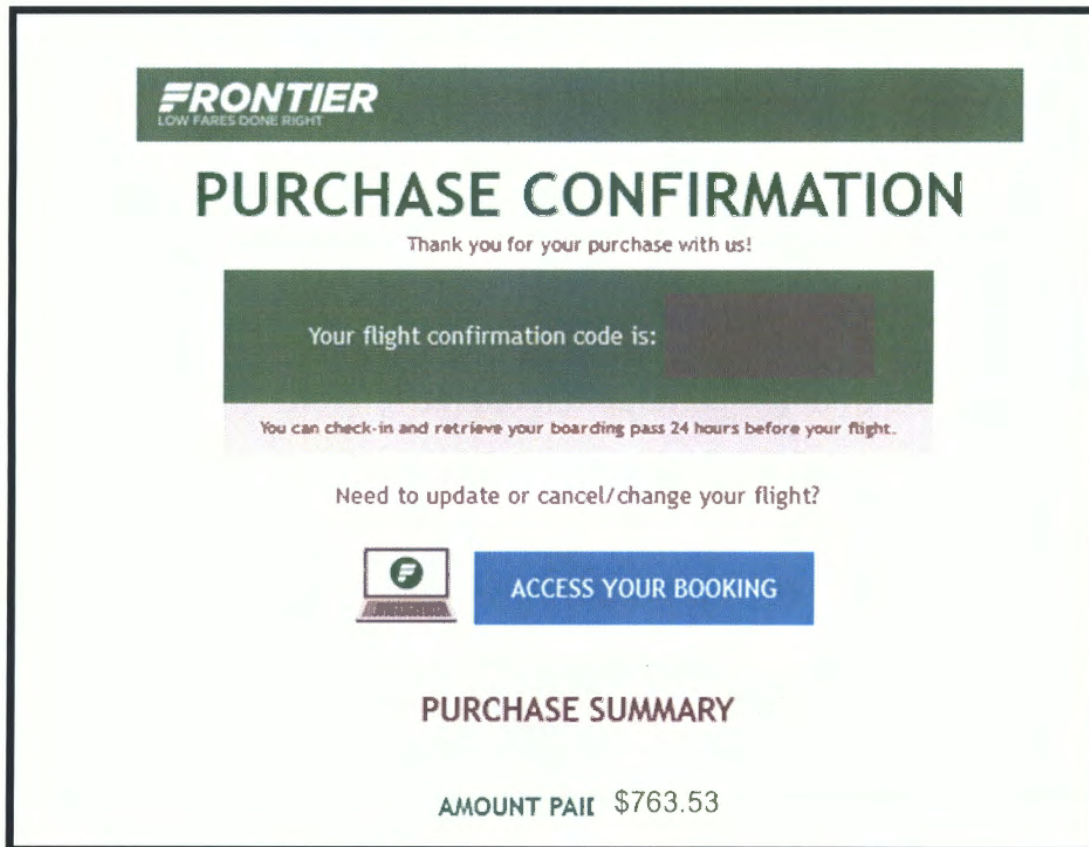


Figure 15 - Lodging Receipt



2023 NGMA AGT/GMBoK Trainings
Washington Hilton
Apr 10, 2023 to Apr 14, 2023

RESERVATION CONFIRMATION

We are pleased to confirm your reservation at Washington Hilton. Our staff is looking forward to your arrival for 2023 NGMA AGT/GMBoK Trainings. Below you will find details of your reservation. If your travel plans change and you need to modify your reservation, please [click here](#).

Hotel Confirmation	3327051003																				
Date Booked	Dec 21, 2022																				
Reservation Name																					
Arrival Date	Apr 10, 2023																				
Departure Date	Apr 14, 2023																				
Room Type	Deluxe 1 King Bed																				
Number of Guests	4																				
Night by Night Rate	<table border="1"> <thead> <tr> <th>Date</th> <th>Guest(s)</th> <th>Status</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Apr 10, 2023</td> <td>2</td> <td>Confirmed</td> <td>258.00</td> </tr> <tr> <td>Apr 11, 2023</td> <td>2</td> <td>Confirmed</td> <td>258.00</td> </tr> <tr> <td>Apr 12, 2023</td> <td>2</td> <td>Confirmed</td> <td>258.00</td> </tr> <tr> <td>Apr 13, 2023</td> <td>2</td> <td>Confirmed</td> <td>258.00</td> </tr> </tbody> </table>	Date	Guest(s)	Status	Rate	Apr 10, 2023	2	Confirmed	258.00	Apr 11, 2023	2	Confirmed	258.00	Apr 12, 2023	2	Confirmed	258.00	Apr 13, 2023	2	Confirmed	258.00
Date	Guest(s)	Status	Rate																		
Apr 10, 2023	2	Confirmed	258.00																		
Apr 11, 2023	2	Confirmed	258.00																		
Apr 12, 2023	2	Confirmed	258.00																		
Apr 13, 2023	2	Confirmed	258.00																		
Additional Guest	Rate																				
Second Guest	0.00																				
Third Guest	20.00																				
Total Charge	1,032.00																				

Figure 16 - Receipt Examples



Dine In

1 Farmers Bunch	14.95
12 Bacon	35.00
1 Sandwich	13.75
2 Pancake Scramble	18.90
1 Pizzenini Dori	12.95
2 Eggs Benedict	25.90
2 Regular Stack	15.90
1 Egg	1.50
2 Jalapenos	1.90

Detailed Meal



Credit Purchase

Name: MCCOV/ LESEAN
 CC Type: VISA
 CC Num: XXXX XXXX XXXX
 Reference: 1375000013
 Approval: 679022
 Server: Rob
 Ticket Num: 121

Payment Amount: \$61.56
 Tip: \$00.20
 Total: \$61.76

Meal with Tips



Room	Description	Charges	Tax
Room 101	Room 101	100.00	10.00
Room 102	Room 102	100.00	10.00
Room 103	Room 103	100.00	10.00
Room 104	Room 104	100.00	10.00
Room 105	Room 105	100.00	10.00
Room 106	Room 106	100.00	10.00
Room 107	Room 107	100.00	10.00
Room 108	Room 108	100.00	10.00
Room 109	Room 109	100.00	10.00
Room 110	Room 110	100.00	10.00
Room 111	Room 111	100.00	10.00
Room 112	Room 112	100.00	10.00
Room 113	Room 113	100.00	10.00
Room 114	Room 114	100.00	10.00
Room 115	Room 115	100.00	10.00
Room 116	Room 116	100.00	10.00
Room 117	Room 117	100.00	10.00
Room 118	Room 118	100.00	10.00
Room 119	Room 119	100.00	10.00
Room 120	Room 120	100.00	10.00
Room 121	Room 121	100.00	10.00
Room 122	Room 122	100.00	10.00
Room 123	Room 123	100.00	10.00
Room 124	Room 124	100.00	10.00
Room 125	Room 125	100.00	10.00
Room 126	Room 126	100.00	10.00
Room 127	Room 127	100.00	10.00
Room 128	Room 128	100.00	10.00
Room 129	Room 129	100.00	10.00
Room 130	Room 130	100.00	10.00
Room 131	Room 131	100.00	10.00
Room 132	Room 132	100.00	10.00
Room 133	Room 133	100.00	10.00
Room 134	Room 134	100.00	10.00
Room 135	Room 135	100.00	10.00
Room 136	Room 136	100.00	10.00
Room 137	Room 137	100.00	10.00
Room 138	Room 138	100.00	10.00
Room 139	Room 139	100.00	10.00
Room 140	Room 140	100.00	10.00
Room 141	Room 141	100.00	10.00
Room 142	Room 142	100.00	10.00
Room 143	Room 143	100.00	10.00
Room 144	Room 144	100.00	10.00
Room 145	Room 145	100.00	10.00
Room 146	Room 146	100.00	10.00
Room 147	Room 147	100.00	10.00
Room 148	Room 148	100.00	10.00
Room 149	Room 149	100.00	10.00
Room 150	Room 150	100.00	10.00
Room 151	Room 151	100.00	10.00
Room 152	Room 152	100.00	10.00
Room 153	Room 153	100.00	10.00
Room 154	Room 154	100.00	10.00
Room 155	Room 155	100.00	10.00
Room 156	Room 156	100.00	10.00
Room 157	Room 157	100.00	10.00
Room 158	Room 158	100.00	10.00
Room 159	Room 159	100.00	10.00
Room 160	Room 160	100.00	10.00
Room 161	Room 161	100.00	10.00
Room 162	Room 162	100.00	10.00
Room 163	Room 163	100.00	10.00
Room 164	Room 164	100.00	10.00
Room 165	Room 165	100.00	10.00
Room 166	Room 166	100.00	10.00
Room 167	Room 167	100.00	10.00
Room 168	Room 168	100.00	10.00
Room 169	Room 169	100.00	10.00
Room 170	Room 170	100.00	10.00
Room 171	Room 171	100.00	10.00
Room 172	Room 172	100.00	10.00
Room 173	Room 173	100.00	10.00
Room 174	Room 174	100.00	10.00
Room 175	Room 175	100.00	10.00
Room 176	Room 176	100.00	10.00
Room 177	Room 177	100.00	10.00
Room 178	Room 178	100.00	10.00
Room 179	Room 179	100.00	10.00
Room 180	Room 180	100.00	10.00
Room 181	Room 181	100.00	10.00
Room 182	Room 182	100.00	10.00
Room 183	Room 183	100.00	10.00
Room 184	Room 184	100.00	10.00
Room 185	Room 185	100.00	10.00
Room 186	Room 186	100.00	10.00
Room 187	Room 187	100.00	10.00
Room 188	Room 188	100.00	10.00
Room 189	Room 189	100.00	10.00
Room 190	Room 190	100.00	10.00
Room 191	Room 191	100.00	10.00
Room 192	Room 192	100.00	10.00
Room 193	Room 193	100.00	10.00
Room 194	Room 194	100.00	10.00
Room 195	Room 195	100.00	10.00
Room 196	Room 196	100.00	10.00
Room 197	Room 197	100.00	10.00
Room 198	Room 198	100.00	10.00
Room 199	Room 199	100.00	10.00
Room 200	Room 200	100.00	10.00
Room 201	Room 201	100.00	10.00
Room 202	Room 202	100.00	10.00
Room 203	Room 203	100.00	10.00
Room 204	Room 204	100.00	10.00
Room 205	Room 205	100.00	10.00
Room 206	Room 206	100.00	10.00
Room 207	Room 207	100.00	10.00
Room 208	Room 208	100.00	10.00
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Room 210	Room 210	100.00	10.00
Room 211	Room 211	100.00	10.00
Room 212	Room 212	100.00	10.00
Room 213	Room 213	100.00	10.00
Room 214	Room 214	100.00	10.00
Room 215	Room 215	100.00	10.00
Room 216	Room 216	100.00	10.00
Room 217	Room 217	100.00	10.00
Room 218	Room 218	100.00	10.00
Room 219	Room 219	100.00	10.00
Room 220	Room 220	100.00	10.00
Room 221	Room 221	100.00	10.00
Room 222	Room 222	100.00	10.00
Room 223	Room 223	100.00	10.00
Room 224	Room 224	100.00	10.00
Room 225	Room 225	100.00	10.00
Room 226	Room 226	100.00	10.00
Room 227	Room 227	100.00	10.00
Room 228	Room 228	100.00	10.00
Room 229	Room 229	100.00	10.00
Room 230	Room 230	100.00	10.00
Room 231	Room 231	100.00	10.00
Room 232	Room 232	100.00	10.00
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Room 251	Room 251	100.00	10.00
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Room 253	Room 253	100.00	10.00
Room 254	Room 254	100.00	10.00
Room 255	Room 255	100.00	10.00
Room 256	Room 256	100.00	10.00
Room 257	Room 257	100.00	10.00
Room 258	Room 258	100.00	10.00
Room 259	Room 259	100.00	10.00
Room 260	Room 260	100.00	10.00
Room 261	Room 261	100.00	10.00
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Room 263	Room 263	100.00	10.00
Room 264	Room 264	100.00	10.00
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Room 267	Room 267	100.00	10.00
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Room 271	Room 271	100.00	10.00
Room 272	Room 272	100.00	10.00
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Room 275	Room 275	100.00	10.00
Room 276	Room 276	100.00	10.00
Room 277	Room 277	100.00	10.00
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Room 279	Room 279	100.00	10.00
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Room 291	Room 291	100.00	10.00
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Room 294	Room 294	100.00	10.00
Room 295	Room 295	100.00	10.00
Room 296	Room 296	100.00	10.00
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Room 298	Room 298	100.00	10.00
Room 299	Room 299	100.00	10.00
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Room 303	Room 303	100.00	10.00
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Room 306	Room 306	100.00	10.00
Room 307	Room 307	100.00	10.00