

STATE OF NEVADA
LEGISLATIVE COUNSEL BUREAU

LEGISLATIVE BUILDING
401 S. CARSON STREET
CARSON CITY, NEVADA 89701-4747
Fax No.: (775) 684-6600



LEGISLATIVE COMMISSION (775) 684-6800

JASON FRIERSON, *Assemblyman, Chair*
Rick Combs, *Director, Secretary*

INTERIM FINANCE COMMITTEE (775) 684-6821

JOYCE WOODHOUSE, *Senator, Chair*
Cindy Jones, *Fiscal Analyst*
Mark Krmpotic, *Fiscal Analyst*

RICK COMBS, *Director*
(775) 684-6800

BRENDA J. ERDOES, *Legislative Counsel* (775) 684-6830
ROCKY COOPER, *Legislative Auditor* (775) 684-6815
MICHAEL J. STEWART, *Research Director* (775) 684-6825

MEMORANDUM

DATE: August 23, 2018
TO: Nevada Silver Haired Legislative Forum (NSHLF)
FROM: Patrick B. Ashton, Senior Policy Analyst, Forum Coordinator, Research Division
SUBJECT: Agenda Item VIII: Informational Items Provided in Response to Questions Raised at the July 10, 2018, Forum Meeting

VIII D. TRAVEL REIMBURSEMENT CLAIMS FOR FORUM MEMBERS

Pati Stefonowicz, Accountant, Legislative Counsel Bureau (LCB), provided the following instructions to assist NSHLF members with their travel reimbursement claims:

- **Expense Claim Form:** Complete the date/time of departure and date/time of return and sign the form. The travel time should be starting when you depart from your home or office until your return.
- **Travel:** Attach all receipts to the form or scan and e-mail the receipts to Pati Stefonowicz pati.stefonowicz@lcb.state.nv.us. Alternatively, you can give the receipts and forms to a NSHLF staff member in Carson City or Las Vegas. Receipts are required for lodging, airfare, rental car, public transportation, parking, etc. No receipts are necessary for meals.
- **Mileage:** The current mileage rate is \$0.545, effective since January 1, 2018. The rate is updated annually. Note the round-trip mileage on the Expense Claim Form; the mileage reimbursement will be calculated by the LCB Accounting Unit.
- **Per Diem** is based on the meeting location per [General Services Administration](#) rules. Reimbursement times are as follows:
 - Breakfast—leave home at 7:00 a.m. or earlier;
 - Lunch—leave home at or before 11:00 a.m. and return home at or after 1:00 p.m.; and
 - Dinner hours—return home at or/after 7:00 p.m.

Example:

Jane Doe, a Forum member, travels 230 miles with her own car to attend the meeting in Las Vegas on August, 23, 2018. She leaves her home at 5 a.m., attends the meeting, and returns home at 6:30 p.m. Jane will be reimbursed per diem for breakfast and lunch, but not dinner since she returned before 7:00 p.m. Additionally, she asks for 460 round trip mileage reimbursement.

LEGISLATOR'S EXPENSE CLAIM FORM

Please complete this form as accurately as possible then sign and return the form to the Accounting Office where it will be completed.

Please attach copies of airline ticket, receipts, car rental forms, statements, etc.

Title and Name: **Jane Doe**

Destination or Purpose of Travel: **Nevada Silver Haired Legislative Forum meeting on August, 23, 2018**

Departure Date: **8/23/18** **Time:** **5:00 a.m.**

Return Date: **8/23/18** **Time:** **6:30 p.m.**

Number of days in attendance at meeting: **1**

METHOD OF TRAVEL: Fill in amount:

Plane _____ **Private Car (Mileage)** **460**

Taxi _____ **Parking** _____

Rental Car _____ **Other Expenses** _____

Lodging:

I do declare a *reasonable room rate* for single room accommodations of _____ per night for _____ nights(s).

I declare under penalties of perjury that this claim (including any accompany evidence) has been prepared by me and to the best of my knowledge and believe is a true and correct claim in conformance with the governing statutes and appropriate rules and regulations.

Jane Doe

Signature (must be signed in ink by legislator)

8/23/18

Date

							Meals					
Date	Purpose of Trip	Method of Travel	Depart Time	Return Time	Trip Mileage	Transportation Cost	Break-fast	Lunch	Dinner	TOTAL MEALS	Lodging	TOTAL CLAIM