

MEMO



Connecting People to Policy

DATE: April 7, 2022
TO: Members of the Nevada Silver Haired Legislative Forum
FROM: Patrick B. Ashton, Senior Policy Analyst, Research Division
SUBJECT: **Per Diem Allowance and Travel Expense Reimbursement Instructions**

Pursuant to *Nevada Revised Statutes* [427A.400](#), each member of the Nevada Silver Haired Legislative Forum is entitled to receive for attendance at a Forum meeting the per diem allowance and travel expenses provided for state officers and employees generally. This memorandum provides Forum members with instructions and an example of how to claim the per diem allowance and reimbursement for travel expenses.

INSTRUCTIONS

Mileage Reimbursement: The current mileage reimbursement rate for car travel is \$0.585 per mile. This rate is updated annually. Please note the round-trip mileage on the *Expense Claim Form* (see below); the mileage reimbursement will be calculated by the Legislative Counsel Bureau (LCB) Accounting Unit.

Per Diem Allowance: The allowance for meals is based on the meeting location and travel times. The travel time commences when you depart, for instance, from your home, and ends with your return. Reimbursement times are as follows:

Breakfast	Lunch	Dinner
Travel commences at 7:00 a.m. or earlier	Travel commences at or before 11:00 a.m. and ends at or after 1:00 p.m.	Travel ends at or after 7:00 p.m.

Expense Claim Form: At each Forum meeting, you will find an expense claim form on your desk. You need to fill in the date and time of departure when you commence your travel and the date and time of return. *Please do not forget to sign the form.*

Claiming your Travel Expenses: You need to attach all receipts to the form or scan and email the receipts to Lyndsey Callison (Lyndsey.Callison@lcb.state.nv.us), LCB Accounting. Alternatively, you can give the receipts and forms to a Forum staff member in Carson City or Las Vegas during or after a meeting. Receipts are required for airfare, lodging, parking, public transportation, rental car, et cetera. No receipts are necessary for meals or gasoline costs.

EXAMPLE

Jane Doe, a Forum member, drives 150 miles from Caliente, Nevada, to Las Vegas on August 23, 2021, to attend a Forum meeting. She leaves her home at 5:30 a.m., attends the meeting, and returns home at 5:00 p.m. Jane will be paid \$16 per diem allowance for breakfast and \$17 for lunch, but no dinner since she returned before 7:00 p.m. Additionally, she asks for 300 miles round trip mileage reimbursement, which equals \$175.50 (300 x \$0.585).

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, 2021

Departure Date: 8/23/21 **Time:** 5:30 a.m.

Return Date: 8/23/21 **Time:** 5:00 p.m.

Number of days in attendance at meeting: 1

METHOD OF TRAVEL: Fill in amount:

Plane _____

Private Car (Mileage) 300

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

8/23/21

Signature (must be signed in ink by legislator)

Date

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