**Nevada Governor’s Council on Developmental Disabilities**

**Policy #:** TBD

**Adopted:** TBD

**ADVANCEMENT OF TRAVEL AND COMMERCIAL TRANSPORTATION FOR COUNCIL MEMBERS POLICY**

**Travel for Council Members**

Council members who are traveling to Council Meetings, Council Sponsored Events, Conferences, and other Council Sponsored Activities/Events requesting advancement of Council Funds, shall adhere to this policy.

**Council Member Advancement of Funds**

Council members who are not employed by an agency of Nevada State Government, or who do not represent an agency on the Developmental Disabilities Council are eligible to apply for and receive travel advances.

To obtain financial assistance for travel in advance of participating in a Council activity, the Council Member shall contact the Council staff by telephone or in writing, and the Council Member shall inform the staff of his/her need for an advancement. Such notice to the Council Staff should be made as soon as possible after the Council Member realizes his/her need for an advancement. Following the Council Activity for which the Council Member received an advancement, the member will be required to complete a travel voucher detailing the members expenses, minus the advanced amount.

**Commercial Transportation**

The Council will use, when appropriate, commercial transportation to assist members in attending Council meetings. If a member needs commercial transportation (air, train, bus) to attend a Council meeting, the Council Offices must be notified not less than three-weeks prior to the Council Meeting.

Members requesting commercial transportation after the three-week time limit will be advised that the Council may not be able to facilitate commercial transportation due to limited availability or Council budget restraints.

Upon notification of the need for a travel advance Council staff will contact the Council member to determine their needs for transportation to and from the meeting, lodging arrangements, and meal allowances. Council staff will make all arrangements for travel and provide details to the Council Member.

**Lodging**

Council staff will make lodging arrangements for the member on a direct bill back to the Council offices. Only lodging and bed tax are allowed on the direct bill arrangement. Any incidentals such as long-distance phone calls, room service, movie rentals, etc., are the responsibility of the Council member.

**Meal Allowance**

Council staff will work with the member to determine the meal allowance based upon the date and time the member left their home, and anticipated date and time the member will return home. Using the accepted federal rates for per diem, Council staff will process a check for the total meal allowance and mail the advance to the member prior to the scheduled Council meeting.

**Repayment of Funds**

Should the event be cancelled, or the Council member be unable to attend the event, all funds must be repaid to the Council within 45 days.

**Receipt of 1099**

Please note that any person receiving funds from the Council that amount to over $599.99, will receive a 1099. It is the responsibility of the recipient to correctly identify this information for tax purposes as a reimbursement for expenses.

**Airline Tickets**

If travel is cancelled, traveler forfeits the use of the travel funds, and such funds will be held for the use towards future travel with the Council.

**Failure to Adhere**

Failure to adhere to any part of this policy, may result in the recipient being unable to receive advancement of Council funds or attend Council sponsored activities, meetings, or events.

**Receipts Upon Return**

All members who are traveling with Council Funds, shall provide receipts of costs upon return including hotel, registration for conferences, airline tickets, parking receipts, etc. Receipts for meals are not needed, as reimbursement is set at the GSA rate. Failure to provide receipts may result in the member being ineligible for future Council travel.