

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
265**

**TRAVEL**

**Supersedes:** AR 265 (06/17/12); and AR 265 (Temporary, 11/04/14)  
**Effective date:** 05/19/15

**AUTHORITY:** NRS 209.131; 281.160; 281.167; 281.169; 197.110, SAM 0200.0

**RESPONSIBILITY**

It is the responsibility of all NDOC employees to comply with this regulation.

**265.01 GENERAL TRAVEL**

1. All requests for travel authorization must be:
  - A. Made on the Department's Travel Authorization Form (DOC-519);
  - B. Approved (signed) by the appointing authority in advance of the trip; and
  - C. Submitted to the Department's designated travel coordinator in the Support Services Division at least two weeks in advance of the trip.
2. The Chief of Fiscal Services/designee must approve exceptions to the above.
3. Travel claims submitted without the proper approvals may not be paid.
4. Travel should be by the least expensive method available when such factors as total travel time, personnel costs, Department or State Motor Pool vehicle availability, and cost of transportation are considered (SAM 0204.0).
5. Employees incorporating personal travel into their official state trip should provide a memorandum with their Travel Authorization Form to their appointing authority indicating the portion of the trip that will be considered official business and the portion to be considered annual leave or compensatory time.

**265.02 PERSONAL LIABILITY**

1. Employees may be held personally liable for charges billed to the Department for airline ticket costs if they cancel the trip and fail to reschedule or cancel the ticket.

2. Travel advances constitute a lien on the accrued wages of the requesting employee. Additional advances will not be issued to any employee who has an outstanding travel advance balance.

### **265.03 TRAVEL FOR COURT APPEARANCES**

1. Travel for court appearances will be granted if the following documentation is attached to request for travel:

A. The employee receives a summons and complaint, naming the employee as a party to a civil lawsuit in their official capacity as an NDOC employee,

B. The employee receives a summons and complaint, naming the employee as a party to a civil lawsuit in their individual capacity, after review by the Attorney General's Office, or

C. The employee is requested by the Attorney General's Office to appear in court as a witness.

### **265.04 STATE FACILITATED CHARGE CARDS**

1. Employees who travel on state business may apply for a state facilitated charge card.

2. The card shall be used only to charge expenses directly related to travel for official state business and cannot be used for personal cash advances or purchases of any kind.

3. Payment of the charge card bill is the responsibility of the employee to whom the card is issued.

4. Charge card balances must be paid promptly upon being reimbursed from the state.

5. Improper use of the state facilitated charge card may result in disciplinary action against the employee and deactivation of the card. Misuse of state property is a category E felony and shall be punished as provided in NRS 193.130.

### **265.05 FILING TRAVEL CLAIMS**

1. All employees shall promptly submit a claim for travel reimbursement on form DOC 522, Claim for Travel Expense, to the Department's designated travel coordinator in the Support Services Division within 10 days of completion of the trip.

2. Employees may voluntarily claim amounts less than the established rates based upon actual expenses (SAM 0212.1).

### **APPLICABILITY**

1. This regulation requires an Operational Procedure for the Support Services Division.

2. This regulation requires an audit as part of the annual review of internal controls pursuant to SAM 2418.0.

**REFERENCES:**

ACA Standard, 4<sup>th</sup> Edition, 4-4066, SAM 0204.0, 0212.1, 2418.0

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Date