

# **Nevada Outdoor School**

## **Travel Policy**

In this document “staff” will refer to both Nevada Outdoor School (NOS) employees and AmeriCorps National Service Members serving with NOS.

It is expected that with some regularity, NOS Staff will be required to travel for programming, training or other functions important to achieving the NOS mission. NOS is committed to ensuring that our staff experience as little inconvenience as possible during these travels and are therefore adopting this policy to set expectations and conditions for travel.

All travel must be approved by a direct supervisor or the Executive Director.

Travel expenses will be pre-paid by NOS whenever possible, but occasionally a staff member will be required to assume costs up-front. Reimbursement for approved costs will be made within one pay period from the end of travel. Regardless of payment method, receipts must be turned in to the Director of Finance for all travel expenses. Reimbursement will not be made without a receipt.

### **Vehicle Travel**

NOS maintains several vehicles for use in mission/program related travel. Please also refer to the Nevada Outdoor School Vehicle Policy. NOS vehicles should be used for travel whenever possible. In circumstances where a personal vehicle will be used travel expenses will be reimbursement at the most current Federal rate. If a carpool is available for travel without causing significant inconvenience and is refused, there will be no mileage reimbursement.

### **Per Diem**

All staff who must be away from their town of residence for more than 10 hours in one day will be provided per diem to cover or offset meal costs. For travel which originates and terminates in a staff member’s town of residence during the same day, the staff member will receive per diem equivalent to one lunch. For each overnight spent away from a staff member’s town of residence, the staff member will receive per diem for breakfast, lunch and dinner. Exceptions to this rule will be made for trainings, workshops, or other events during which meals will be provided. Per diem will only be received for meals not included in those events.

Per diem rates will be paid at the most current Federal rate. You may check with the Director of Finance or Executive Director for current per diem in regard to your program prior to travel.

Staff members have the option to refuse per diem if they have other means during the travel. (ie: staying with friends or family during the trip)

### **Camping**

NOS programs often require staff to camp. If camping overnight for programs in which participants are part of the camp setting and food is being provided, NOS staff will partake in the communal meals and food will be purchased ahead of time as part of programming supplies. For instances in which staff will be camping without program participants, per diem will be provided as outlined above and staff will be responsible to purchase necessary items on their own. Camping and camp cooking equipment are available in all instances for check out from the NOS office.

### **Hotel/Motel Stays**

Hotel stays must be approved by the Executive Director. Hotel stays will be prepaid whenever possible. Hotels will be chosen bearing in mind that NOS is a non-profit organization which needs to run as efficiently as possible. However, all efforts must be made to ensure the hotels in which NOS staff will stay are clean and safe. For conferences, the conference hotel or other hotel in which rooms have been blocked will generally be the best option if there is not a suitable, less-expensive alternative.

### **Flights**

All air travel must be approved by the Executive Director. Flights will be considered when required for travel to destinations greater than 10 hours drive from the staff member's point of origin. When flights are approved for travel, ground transportation/rental car, airport parking and other associated costs will be considered on a case by case basis.

### **Other**

Any other travel needs not mentioned above will be considered by the Executive Director on a case by case basis.