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

**Policy #:** TBD

**Adopted:** TBD

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

**Travel for Non-Council Members**

Non-Council Members who are traveling to Council Meeting, Council Sponsored Events, Conferences, and other Council Sponsored Activities/Events requesting advancement of Council Funds, shall adhere to this policy.

**Non-Council Member Advancement of Funds**

Non-Council Members who have been awarded Consumer Leadership Development Funds or are traveling to a Council Sponsored Activity or Event, are eligible to apply for and receive travel advances up to the awarded amount for following expenses: lodging, transportation, meals, mileage, and parking.

To obtain financial assistance for travel in advance of participating in a Council activity, the Non-Council Member shall contact the Council staff by telephone or in writing, and the Non-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 Non-Council Member received an advancement, the recipient 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 non-Council members in attending Council sponsored activities or events. If a non-member needs transportation to an event, this must be included on the initial Consumer Leadership Development Fund application or the registration for the Council Sponsored event/activity.

Non-Council Members who do not include this information on their application or registration will not be eligible for travel advancement.

Upon notification of the need for a travel advance Council staff will contact the non-Council member to determine their needs for transportation to and from the meeting, lodging arrangements and meal allowances. If airline tickets are applicable, Council staff will order commercial transportation tickets and provide the information to the traveler.

**Lodging**

Council staff will make lodging arrangements for anyone receiving travel advancement for hotel expenses and direct bill back to the Council offices. Only lodging and bed tax are allowed on the direct bill arrangement. Incidental expenses will be turned off if the Council is making lodging arrangements.

**Meal Allowance**

Council staff will work with the Non-Council member to determine the meal allowance based upon the date and time the Non-Council member left their home, and anticipated date and time the Non-Council 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 Non-Council member be unable to attend the event, all funds must be repaid to the Council within 30 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.

**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.