

BOARD OF REGENTS

BRIEFING PAPER

1. **AGENDA ITEM TITLE:** Procedures and Guidelines Manual Revision, Regent Travel

MEETING DATE: October 16, 2026

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

[Title 4, Chapter 1, Section 13](#) of the *Board of Regents Handbook* establishes policies governing in-state and out-of-state travel, expense reimbursement, and host spending for Regents. The policy provides, in part, for reimbursement of travel expenses incurred by members of the Board of Regents “for all trips required in an official capacity within the state.”

The processes for travel arrangements and expense reimbursement are outlined in the *Procedures and Guidelines Manual*, Chapter 5, Section 11.

Current practices allow for varying levels of detail in official travel requests, including general descriptions such as “Regent business,” which may not fully convey the specific purpose of the travel. Additionally, staff rely on information provided post-travel regarding meals hosted or otherwise provided to Regents during travel to determine the appropriate per diem reimbursement.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Approval is requested from the Board of Regents for revisions to Chapter 5, Section 11 of the *Procedures and Guidelines Manual* to improve clarity and ensure consistency with the *Board of Regents Handbook*.

4. IMPETUS (WHY NOW?):

Regents travel throughout the year and clarifying these processes will help staff better support their needs and expectations while ensuring the timely and efficient processing of travel expense reimbursements. The proposed revisions would require travel requests to include additional detail regarding the official purpose of the travel and establish a process for notifying staff of meals hosted or otherwise provided to Regents during travel, enabling staff to ensure that per diem reimbursements are adjusted appropriately to account for meals provided.

5. CHECK THE NSHE STRATEGIC PLAN GOAL THAT IS SUPPORTED BY THIS REQUEST:

- ☐ Access (Increase access to higher education)
- ☐ Success (Improve student success)
- ☐ Close Institutional Performance Gaps
- ☐ Workforce (Meet workforce needs in Nevada)
- ☐ Research (Increase solutions-focused research)
- ☒ Coordination, Accountability, and Transparency (Ensure system coordination, accountability, and transparency)
- ☐ Not Applicable to NSHE Strategic Plan Goals

6. INDICATE HOW THE PROPOSAL SUPPORTS THE SPECIFIC STRATEGIC PLAN GOAL

The proposed revisions promote transparency by encouraging more specific documentation of the official purpose of Regent travel and support coordination by ensuring staff receive timely information about meals provided during travel. Together, these clarifications help facilitate consistent application of travel policies and accurate, efficient expense reimbursement.

7. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Aligning the *Procedures and Guidelines Manual* with the *Board of Regents Handbook* and clarifying guidance for travel requests and meal reporting helps promote consistent practices.
- Including more specific information about the official purpose of travel provides a clearer record of how the travel relates to Regent responsibilities.
- Establishing a process for notifying staff of meals hosted or otherwise provided to Regents helps ensure staff have the information needed to calculate appropriate per diem reimbursements accurately and efficiently.

8. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

- Current practices may provide sufficient information to process travel requests and reimbursements without introducing additional procedural requirements.
- The term “Regent business” may adequately describe travel undertaken in an official capacity, particularly when the purpose relates to the Regents’ broader governance responsibilities.
- Existing travel and expense reimbursement processes may already provide adequate controls for calculating per diem reimbursements and accounting for meals provided during travel.

9. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

Make no revisions to the *Procedures and Guidelines Manual* and maintain current practices for travel requests and expense reimbursement, including acceptance of “Regent business” as a sufficient statement of the official purpose of travel.

10. RECOMMENDATION FROM THE CHANCELLOR’S OFFICE:

The Chancellor has reviewed the proposal and does not have any concerns.

11. COMPLIANCE WITH BOARD POLICY:

- ☐ Consistent With Current Board Policy: Title #_____ Chapter #_____ Section #_____
- ☐ Amends Current Board Policy: Title #_____ Chapter #_____ Section #_____
- ☒ Amends Current Procedures & Guidelines Manual: Chapter # 5 Section # 11
- ☐ Other: _____
- ☐ Fiscal Impact: Yes _____ No x
- Explain: _____

PROPOSED REVISIONS – *PROCEDURES & GUIDELINES MANUAL*

CHAPTER 5, SECTION 11

Travel

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

Section 11. Travel

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Regent Travel

Travel requests submitted to the Board Office should include an outline of all scheduled activities, including events, conferences, meetings, and other official business, to be reflected in the travel itinerary.

Air Travel:

Whenever possible, when utilizing air travel between Reno and Las Vegas Regents should utilize statewide contracts for air travel as listed on the State Purchasing website. Travel choices shall take into account cost effectiveness, as well as the flexibility, transferability and refundability of travel costs. Other reasonable travel expenses, including seat assignment and bag charges, may be reimbursed.

While higher-priced business or first-class airfare is generally not permitted, the following special circumstances may be considered if accompanied with appropriate documentation:

- a) An itinerary involves overnight international travel with flight times exceeding eight (8) hours.
- b) The advantages of business or first class are necessary to reasonably accommodate a disability or medical need.

In-State and Out-of-State Lodging and Per Diem:

Reference the GSA – Domestic Per Diem Rate website – <https://www.gsa.gov/>

Receipts required for reimbursement:

- Parking
- Car rental
- Gas
- Airline tickets
- In-state and out-of-state lodging (If no receipt is [~~turned in with the expense report~~] ***submitted***, the CONUS rate will apply)
- Hosting
- Ground transportation

*\$5.00 per day is allowed for incidental expenses (receipts not required) which may include:

- Luggage carts

- Metered parking
- Subway/bus use
- Toll charges
- Tips

Meal Reimbursement Time Guidelines:

- Breakfast: 12:01 a.m. – 10:00 a.m.
- Lunch: 10:01 a.m. – 3:00 p.m.
- Dinner: 3:01 p.m. – 12:00 a.m.

Mileage:

[Employees] **Regents** may receive reimbursement for mileage when using his/her own personal vehicle. The rate of reimbursement depends on whether the [employee] **Regent** is using their personal vehicle for the State's convenience or for the [employee's] **Regent's** convenience. The current mileage reimbursement rates can be located on the State of Nevada Governor's Finance Office Budget Division All Agency Memos website (www.budget.nv.gov/Policy-Directives).

Reimbursement for a[n] [employee] **Regent** using his/her own personal vehicle for the State's convenience must attach the "Personal Vehicle Mileage Reimbursement" memo to their expense report.

Reimbursement **rates** for a[n] [employee] **Regent** using his/her own motorcycle or airplane[; rates] can be found on the GSA website (<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-pov-mileage-reimbursement-rates>).

If traveling by private vehicle or airplane from a departure city to an arrival city[;] served by a commercial airline, the mileage reimbursement shall not exceed the airfare equivalent.

Regents [~~are allowed to~~] **may** rent a vehicle or use state [~~Motor Pool~~] **Fleet Services** vehicles when traveling in-state. Arrangements are made through the Board Office.

Airmiles:

Reno/Las Vegas	345 miles
Reno/Elko	230 miles
Elko/Las Vegas	330 miles
Reno/Ely	264 miles
Ely/Elko	116 miles
Elko/Fallon	160 miles

Landmiles:

Elko/Las Vegas	469 miles
Reno/Las Vegas	441 miles
Elko/Reno	289 miles
Elko/Ely	187 miles
Reno/Yerington	81 miles

Upon completion of travel, **Regents shall** forward all receipts and **any other relevant** information, **including notification of any meals hosted or otherwise provided to the Regent during the course of travel**, to the Board Office for processing. An employee identification number is required for processing travel reimbursements through the NSHE accounting system. Reimbursement will be made to the traveler [~~per the instructions indicated on the Travel Request~~] **in accordance with Board policies and procedures**.