

## TRAVEL SAFETY TIPS

- Always carry personal identification and UNLV business cards.
- Plan to arrive at the airport at least two hours prior to departure.
- Do not leave luggage unattended.
- Never agree to carry anything on board or in your luggage for someone else.

## TRAVEL EXPENSE LOG

Carry this helpful tool to insure proper reimbursement of personal funds. Attach to an envelope, make notes and keep receipts together. This will make your Administrative Assistant's job a little easier when preparing the travel document for reimbursement. Travel Log.xls

## IMPORTANT PHONE NUMBERS

**Master Card Emergency Assistance**  
(800) 346-3779

**Enterprise Motor Pool Rental Cars**  
(800) RENTACAR  
Local office: (702) 735-2124 discount code NA5443  
www.enterprise.com

**Nevada State Motor Pool in Reno**  
Collect calls are accepted, call  
(775) 688-1325  
www.motorpool.state.nv.us

## HEALTH SERVICES WORLDWIDE 24 HOURS A DAY

When traveling for business you can feel confident that you are in safe hands if an emergency arises. MEDEX provides medical and travel-related assistance services. If you have a serious medical emergency, seek emergency help first, and then call MEDEX for assistance.

**Insurance Provider:** St. Paul Group  
**Company Name:** Board of Regents  
**I.D.#:** 314751  
**Policy#:** GB06301533  
**Phone Number:** (800) 927-6139 or  
(800) 787-2851

## TRAVEL TEAM MEMBERS

May be reached at: (702) 895-1156

*Don't forget to use your expense log to help keep track of reimbursable expenses.*

***Have a safe trip.***



4505 Maryland Parkway  
Las Vegas, NV 89154-1053  
Phone: (702) 895-1156  
Fax: (702) 895-1519  
Mail Stop: 1053

This information is subject to change, last update 12/06

UNIVERSITY OF NEVADA, LAS VEGAS

# POCKET GUIDE FOR USE

# WHILE IN TRAVEL STATUS

Visit the travel home page at  
<http://disbursements.unlv.edu/Trvlman/travel.htm>



**UNLV**  
UNIVERSITY OF NEVADA LAS VEGAS

## PURPOSE OF BROCHURE

Ready reference information for use while in travel status, for full details of the UNLV Travel Policy go to the Accounts Payable web site at <http://disbursements.unlv.edu/Trvlman/travel.htm>

## GENERAL RULE

Travel documents are due to Accounts Payable within 15 days after the end of your trip.

## ADVANCE REQUEST

Remember, if you have received a travel advance, per NRS 281.173, the advance constitutes a lien on accrued wages. Therefore, it is important upon return to submit your completed travel document to Accounts Payable within 15 days after the completion of the trip. Another advance *may not* be made if a previous advance has not been settled. **DO NOT USE PETTY CASH FUNDS.**

## AIR TRAVEL

Make sure to retain the airline itinerary including flight dates, times and method of payment for the airfare to insure prompt and proper reimbursement. Upgrades *will be* at the traveler's expense. It is recommended that all changes be coordinated through the travel agencies, additional charges may apply. Twenty-four hour service is provided by these agencies.

Kozal Travel Connection (800) 255-1004 Daytime  
24-Hour Assistance (800) 800-4243

Prestige Travel (800) 553-0204 Daytime  
24-Hour Assistance (888) 881-5274

WorldTek/LVI Travel (702) 341-8486 Daytime  
24-Hour Assistance (800) 243-1723

## TAXIS, BUS, SHUTTLE, PARKING FEES

Original receipt showing date and amount paid. It is assumed that the method of payment is cash. Per leg of trip each day cost of \$25.00 or less does not require receipts.

## CONTRACTED CAR RENTAL AGENCIES

For in state rental contact the Enterprise motor pool discount #NA5443 or go online to [www.enterprise.com](http://www.enterprise.com). Out of state rentals use one of the agencies listed below.

Alamo (800) 327-9633 Acct # 161575  
Enterprise (800) 499-8370 Acct # NA54621  
Hertz Corp. (800) 654-3131 Acct # CPD88103  
National (800) 227-7368 Acct # 5004143

◆ The car rental contracts provide liability coverage in most cases. Additional insurance is neither necessary nor required, and will not be reimbursed.

## PERSONAL VEHICLE

An employee using a private vehicle for UNLV's **convenience** shall be reimbursed **48.5 cents per mile**. When a private vehicle is used for **employee convenience**, the reimbursement rate shall be **24.25 cents per mile**. Don't forget to keep a mileage log with odometer reading from point to point. Fuel *will not* be reimbursed. Should an accident occur, the liability belongs to the registered owner of the vehicle.

## LODGING

Per the NRS, **in-state** lodging may not exceed \$58.00 (Sun.–Thu.) and \$90.00 (Fri. and Sat.). Including tax. **NO EXCEPTIONS.**

Out-of-state lodging *may not* exceed \$90.00, including tax. *Any exceptions* must have a Dean or higher approval.

Upon check out please make sure to obtain a final detailed folio stating the method of payment.

## MEAL PER DIEMS

Valid for employees, students, volunteers and candidates when in travel status. Meal per diems

*will not* be reimbursed where an adequate meal is provided at a conference or during commercial travel.

Breakfast	\$ 5.50	12:01am - 10:00am
Lunch	\$ 6.50	10:01am - 3:00pm
Dinner	\$14.00	3:01pm – Midnight

## OTHER ALLOWABLE EXPENSES

Baggage handling will be reimbursed at \$15.00 per leg of trip. Fuel for rental vehicles, equipment rentals, supplies, books offered at conferences, internet service, tips for hosted meals only, business calls (no limit) and personal phone calls which may not exceed \$10.00 per day.

## NON REIMBURSABLE ITEMS

Room service, restaurant charges, safe rental, personal items, movies, non meal tips (other than hosted meals), refreshment/mini bar items. TIPS for hosted meals are reimbursable up to 20% of the total meal cost. **Common mistakes:** Tips for personal meals, taxis, shuttle, and limo's etc., are not reimbursable.

## REQUIRED RECEIPTS

Original receipts showing date of purchase, vendors name, amount paid, description of purchase and method of payment. If receipts are lost while in travel status, simply write or make note of the expense with the required information, upon return use the affidavit of lost receipt located on the travel web site and certify it with your signature. The affidavit is not acceptable for airfare, lodging and car rental. These receipts may be obtained from most agencies on line or upon request.

## FOREIGN TRAVEL

Lodging and per diem rates change monthly. Check the link on our web site or contact the Travel Team with questions.