



U.S. Department of Energy
Environmental Management
Nevada Program
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Las Vegas, NV 89106

September 23, 2019

MEMORANDUM FOR: Nevada Site Specific Advisory Board (NSSAB) Liaison Organizations
Kelly Snyder
FROM: Kelly Snyder, Deputy Designated Federal Officer for the Nevada Site Specific Advisory Board
SUBJECT: NSSAB Liaison Eligibility and Responsibilities Regarding U.S. Department of Energy (DOE) Travel Reimbursement

The NSSAB is federally chartered to provide recommendations to DOE's Office of Environmental Management (EM), and travel reimbursement is offered to ensure Board members can attend. While not voting members, DOE recognizes that Board liaisons enhance the perspectives of the Board, and therefore will offer travel reimbursement via invitational travel. Travel reimbursement is available based on federal funding levels and priority for travel reimbursement will be given to members first then liaisons.

The following list of eligibility requirements and responsibilities outlines the expectations of liaisons regarding DOE travel reimbursement. Non-compliance with these eligibility requirements and responsibilities will result in no reimbursement of travel expenses by the DOE EM Nevada Program.

- **Only "full" liaisons are eligible for invitational travel.** There are two options for organizations to participate as liaisons: limited or full. Each organization is responsible for determining its level of participation on a yearly basis. A "full" liaison allows liaison organizations to have an active role on the NSSAB, including attendance at Full Board meetings, participation in Board discussions, and providing input into recommendations. A "limited" liaison does not actively participate in Board activities but is kept abreast of NSSAB activities via distribution of meeting minutes and materials.
- Travel reimbursement is **not available if:**
 - You are being compensated through another DOE funding source
 - You are receiving travel reimbursement from your employer/organization
 - You are traveling in a company/organization vehicle (relates to mileage only)
 - Alternate transportation is being offered by DOE (i.e., charter bus)
- DOE travel reimbursement is **limited to one liaison per organization** per NSSAB meeting and must be formally designated in writing as the point of contact by the sponsoring organization.

- Travel reimbursement is **only available for the following NSSAB/EM Nevada Program activities**: NSSAB Full Board and committee meetings, orientation, tours, and liaison meetings.
- Liaisons traveling under invitation travel status must **follow applicable federal travel regulations**. (Federal Travel Regulations 41 CFR 300-304).
- **Only mileage and hotel costs (nightly rate and lodging tax only) are eligible for reimbursement**. Resort fees will not be reimbursed. Specific criteria listed below must be met to qualify for these reimbursements.
- Liaisons **must travel more than 80 miles one-way** to be eligible for mileage reimbursement. Mileage is based on the distance from the meeting location to the organization's office or home address, whichever is shorter.
- **Reimbursement for hotel costs** will only be available for the following scenarios:
 - Liaison must depart organization location before 7:00 a.m. in order to attend meeting on time, or,
 - Upon adjournment of meeting, liaison would arrive back to organization location after 7:00 p.m.
- Traveler **must attend entire meeting** in order to be eligible for post-meeting hotel reimbursement.
- Hotel reimbursement is based on the **approved federal per diem rates for hotel**. Rates vary from city to city and generally change each federal fiscal year. Liaison/representative is responsible for making own hotel reservations, and the government rate must be requested. The approved travel authorization can be used to confirm with the hotel that liaison/representative is on official invitational travel for the Federal government. Liaison/representative may stay at a hotel with a higher rate, but will only be reimbursed up to the federal per diem rate. These rates can be viewed on the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- **Liaison/representative is responsible** for payment of travel expenses with DOE reimbursement after travel completion.
- Requests for travel reimbursement shall be submitted to the NSSAB Office via email **no later than two (2) weeks** prior to each meeting. Once a request is received, a travel authorization will be processed for DOE EM Nevada Program approval. The travel authorization will be emailed to the liaison/representative once approved to confirm the travel expenses and amounts eligible for reimbursement. Liaison/representative cannot receive reimbursement unless a travel request is timely submitted, and EM Nevada Program approval is given in advance of travel.
- Reimbursement is made to the individual liaisons/representative **through direct deposit**, and no checks are generated or mailed. A completed "Traveler Information Sheet for Concur" (attached) is required no later than a thirty (30) days prior to the first NSSAB meeting that travel reimbursement is requested to allow enough lead time for the

information to be entered into the DOE travel system. Since the form contains personal information when completed, the form may be faxed to the NSSAB Office at (702) 295-2025. This form is required only once unless banking information changes.

- Liaison/representative **must submit receipts** for hotel and other reimbursable expenses within ten (10) days of completion of travel by email (nssab@emcbc.doe.gov) or fax (702) 295-2025. Mileage roundtrip will be reimbursed using Google Maps from the liaison/representative's organization's office or home address, whichever is shorter, to the NSSAB meeting location using the annual IRS approved mileage rate. After the NSSAB Office receives all receipts, a travel voucher is prepared and emailed to liaison/representative for review for accuracy and approval before processing. Payment is usually made within one (1) week of voucher submittal.