

NPS and state staff mileage/travel

Description: This protocol addresses all travel conducted by NPS in fulfilling their duties for the EFNEP programs including: traveling in a state vehicle; travel in and around NPS home county; travel to other counties; NPS travel to Ft. Collins for regular meetings; travel to annual in-service and initial trainings; and, travel to national conferences.

Mileage and travel will include: mileage, lodging and per diem.

Per diem is $\frac{3}{4}$ of the rate for travel days.

Protocol:

- **Travel for NPS with a state vehicle:** Those NPS and ED in possession of a CSU state vehicle should be aware of their responsibilities for proper maintenance and servicing of the vehicle. Please refer to the “Fleet Vehicle User’s Guide” in the glove box of their vehicle. All operators of state vehicles are responsible for regular maintenance of the vehicle. If regular maintenance is not performed, the EFNEP program can be held for any damages sustained due to negligence of the vehicle.

NPS will purchase regular gasoline with the fuel card in the glove box. NPS can also purchase with the gas card: car wash when asked at gas pump (no more than 1x/month), windshield washer fluid and oil. State vehicles can be washed when on campus at Motor Pool for free.

The EFNEP state office will send an email to all NPS with a state car requesting their current mileage. The mileage will be sent to Motor Pool for their records.

Those NPS and state staff that do not drive a state vehicle will need to record mileage on the EFNEP Mileage Tracker form. Pedometer readings from start to finish will need to be recorded as well as the purpose of the trip. This Mileage tracker form should be left in their personal vehicle to accurately record these trips.

- **Around home county travel:** Travel around the NPS home county and Larimer County for state staff should be recorded for those without a state vehicle. Travel in and around the home county will never include lodging or per diem.
- **Travel to other counties:** When traveling on official business to other counties, the same protocols are in place. Drivers will need to record mileage if not driving a state vehicle. If travel will take longer than one day to complete, the NPS or state office staff will need check in with the EFNEP state office for approval. Trips that include an overnight stay are eligible for lodging and per diem reimbursement. The NPS and state office staff are responsible for arranging lodging on their own. See attachment – “Travel Voucher” and “Per diem rates”.
- **Travel to Ft. Collins for regular meetings, in-service or initial training:** When traveling to Ft. Collins for NPS quarterly meetings, FORUM or other program meetings, NPS will need to continue to follow the guidelines previously described regarding state

office approval, mileage tracking and procuring lodging. Per diem rates will apply for Larimer County.

- **Travel to out-of-state and regional/national conferences:** All travel out of state or to national conferences will need to be approved by the EFNEP state office. Occasionally NPS will be invited to attend regional or national conferences in support of the EFNEP program. Getting to the airport, conference registration, flight reservations and lodging will all be discussed in coordination with the state office. A pre-trip authorization will be filled out at the state office. It is the traveler's responsibility to obtain and turn in receipts for: lodging, conference registration (if not already paid), taxi or bus service for conference attendance, rental car, airport parking or any other fee related to conference attendance. Meal receipts are not necessary as a standard per diem rate will be calculated based on the location and length of the conference. All receipts need to be turned into the state office as soon as the traveler returns.

Timeline:

- Monthly mileage tracking:
- Out of county travel:
- NPS quarterly meetings:
- FORUM:
- Initial training:
- In-service training:
- Regional/National Conferences:

Supporting Documentation:

- **Mileage Tracker**
- **Single Day Travel Voucher or Monthly Mileage**
- **Travel Voucher**
- **Per diem rates**