

Expense Guidelines for Consulting & Professional Service Providers

The Clark County School District permits the payment for travel expenses for pre-approved contracts negotiated by the Purchasing Department. The District shall apply the General Services Administration (GSA) guidelines, the intent of NRS 281.160, and District Regulations 3511 and 3536 that govern expenses for travel for public employees for setting expense guidelines. The District emphasizes that the least expense methods available should always be utilized except when doing so compromises the work of the firm providing service. Service providers shall be responsible for complying with rates as posted on www.gsa.gov, except as noted herein.

1.0 General Requirements

- A. Suppliers shall submit expense claims on the standard district form along with receipts. Billings for expenses shall be submitted at the same time that invoices are submitted for services performed.
- B. The District reserves the right to examine claims and defer payments on expenses that appear to be questionable in nature.
- C. Falsifying expenses to obtain additional compensation and/or intentionally violating the requirements of this procedure may be considered as breach of the service contract, which may lead to termination of the contract and/or other penalties.

2.0 Prohibitions: The District does not permit any of the following:

- A. Expenses for service providers within a fifty-mile radius of the Administration Center located at 2832 East Flamingo Road, Las Vegas, NV 89121.
- B. Allowances for personal calls.
- C. Approval for invoices in excess of the limits stated herein without prior approval by the Purchasing Department.
- D. Use of District vehicles.
- E. Hotel amenities such as: in-house movies, alcohol, health club expenses, etc.
- F. District employees may not accept personal gratuities from any Supplier. Supplier incurred expenses for gratuities are not reimbursable.

3.0 Airline Travel:

- A. Advance planning for air travel is required to maximize discounted rates.
- B. Maximum reimbursable amount shall be coach fares.

4.0 Meals and Incidentals (M & IE):

- A. Expenses will be reimbursed at the then current GSA rate in the following manner: first and last day 75% of the M & IE rate, days other than the first and last at 100% of the M & IE rate.

5.0 Vehicles:

- A. Maximum reimbursable car rental rates shall be economy class.
- B. Usage of personal vehicle shall be reimbursed at the then current IRS rate. The mileage reimbursement may not exceed coach fare of an airline ticket, if applicable.
- C. Service providers using their own personal vehicle will be reimbursed for actual expenses incurred for parking of vehicle.

6.0 Lodging:

- A. Will be reimbursed at 100% of the then current GSA rate, plus taxes.

7.0 Long Term Continuous Engagement:

- A. Engagements lasting more than two work weeks (either four ten hour days or five eight hour work days, or any combination thereof) will be subject to an all-encompassing daily fixed rate of \$300.00 per week day while staying in Clark County, NV.