

Nevada State Board of Podiatry

Policy

**COMPENSATION OF SALARY TO BOARD MEMBERS AND PER DIEM  
ALLOWANCE FOR TRAVEL EXPENSES TO BOARD MEMBERS AND EMPLOYEES**

- I. Board members will receive a salary while engaged in the business of the Board.
  - A. Board members will receive \$150 for a full day or any portion of a day for attending a physical or telephonic board meeting, including national and regional conferences and conventions, and videoconferences.
  - B. Board members will receive a salary of \$50 per hour, not to exceed \$150 per day while engaged in the business of the Board.
- II. Board members and staff will receive a per diem allowance and will be reimbursed for travel expenses incurred while engaged in the business of the Board at the current rate provided for state officers and employees provided the following criteria for travel is met:
  - A. Mileage will be paid for travel in personal vehicle except for attendance at Board meetings held within a 30 mile radius of the work location of the Board member or staff.
  - B. Meals will be reimbursed if travel occurs outside of a 30 mile radius of the work location of the Board member or staff as follows:
    - 1. Breakfast: Travel status must begin before 6:30 AM.
    - 2. Dinner: Travel status must end after 6:30 PM.
  - C. Air travel will be on the least expensive flights available; whenever possible, flight arrangements will be made 30 days or more in advance to obtain the least expensive flights.
  - D. Hotel room and a meal will be paid for the night before the regularly scheduled meeting for those traveling out of town.
    - 1. The \$150 Board member salary will not be paid for the day before a meeting.
    - 2. Hotel room will be paid if no flight is available on the same calendar day after the end of the meeting or event.
  - E. Over limit hotel rates will be reimbursed if previously approved on the appropriate form.

- F. No more than two Board members may represent the Board at an out of state event at the Board's expense.
  - G. If additional Board members request to attend an event at Board expense, the request must be formally approved by the Board prior to the event.
  - H. The Board's staff may attend a Board-related event at the Board's expense upon prior approval of the Board.
  - I. The Board's staff will receive comp time off and be reimbursed for mileage and per diem expenses incurred while attending Board meetings or other Board-related events on regularly scheduled days off.
- III. Payment of salaries, per diem allowances and travel expenses.
- A. Board members will receive a check for \$150 for each day of attendance at a Board meeting.
  - B. Board members will receive a check for salary for attendance at all other official meetings, including national and regional conferences and conventions, and any time spent performing work for the Board upon receipt of an Expense Reimbursement Claim form.
  - C. Board members and staff will receive a check for per diem allowances and travel expenses upon receipt of an Expense Reimbursement Claim form and required receipts.
  - D. Payment of expenses that require receipts will be denied if the receipts do not accompany Expense Reimbursement Claim form.
  - E. Expense Reimbursement Claim forms may combine salary, per diem allowance and travel expenses.
  - F. Expense Reimbursement Claim forms must be submitted to the Board office for payment within 30 days of the date incurred.
- IV. Requests for Board salaries and reimbursement for expenses shall be approved by the Board Secretary-Treasurer and the Executive Director.