**Policy**

Reimbursement for travel expenses related to attendance at meetings of the Nevada Committee of Blind Vendors or other authorized purposes related to the Nevada Business Enterprise Program will be based upon pre-authorization and supporting documentation provided by the blind operator submitted in conjunction with a properly completed Travel Claim submitted within five (5) working days of leaving travel status. The rules and rates governing travel expense reimbursement to State employees will also govern travel expense reimbursement for blind operators in the BEN Program.

A blind operator may be accompanied by a sighted guide with prior written approval of the Program Chief or designee. A separate Travel Claim for sighted guides must be completed in the same manner as those for the blind operator and the same conditions will apply to the reimbursement of those claims.