



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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October 31, 2024

MEMORANDUM

TO: All Staff

FROM: Joy Grimmer, Director
Department of Administration

SUBJECT: State Administrative Manual changes - Travel

This is a reminder that several sections of the State Administrative Manual (SAM) have been updated, including the section on travel. These changes are substantial and became effective October 2, 2024.

We recommend you review the SAM 0200 Travel section at:

<https://budget.nv.gov/uploadedFiles/budgetnvgov/content/Governance/SAM.pdf>.

- **Section 204:** Adds language stating: "The Board of Examiners (BOE) establishes that agencies shall follow the Federal Government's travel policy as administered through the U.S. General Services Administration (GSA)." This policy is available here: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview?topnav=travel>

Following the Federal Travel Policy removes the time bands that qualify per diem for reimbursement. This will most likely affect travelers on their first and last days of travel. Under the federal guidelines (now also SAM):

- First and last day travel reimbursement will be made at 75% of the prescribed meals and incidental expenses, regardless of the start or end time of travel.
 - One day travel will not be reimbursable unless it is over a period of more than 12 hours, in which case it is only reimbursable at 75% of the prescribed meals and incidental expenses. This means that travelers that leave their duty location and return the same day will no longer be reimbursed for meals or incidentals if they are in travel status for less than 12 hours.
- **Section 210:** Travel Status removes 150% of CONUS rate and allows the Department head to determine and approve an appropriate rate of reimbursement when there is a host hotel for a conference, or a special event has raised the GSA significantly.

- **Section 212:** Updated to remove explicit references to Southwest and SWABIZ and to add information about the corporate business account/ghost card program.
- **Section 214:** Removes section stating reward or bonus flight points shall be used whenever possible to meet State travel needs.
- **Section 218:** Allows for a gratuity for commercial transportation and allow for scanned copies of original receipts.
- **Section 230:** Adds a requirement for the Clerk of the Board of Examiners to approve or deny a request for moving expenses within 10 days.
- **Section 232:** Removes the ability of a department to establish a lower reimbursement rate for moving.

These changes make most agency travel policies null and void since they deviate from the current SAM. Agencies should review their travel policy and amend as needed per SAM 0206 for “agency-specific procedures in accordance with SAM 2416.”