




**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE**

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ALL AGENCY MEMO 2020-08

March 16, 2020

To: All Agency Directors
From:  Susan Brown, Director
Subject: Travel Guidance in Response to 2019 Novel Coronavirus (COVID-19)

As the situation concerning COVID-19 continues to evolve the following guidance on travel for state employees is being put in place as of the date of this memorandum.

Only mission-critical in-state travel is authorized at this time. Heads of Executive Branch Departments and Agencies are authorized to determine what travel meets the mission-critical threshold. When determining whether travel is mission-critical, agency heads should consider factors such as:

- If the purpose of travel is to perform essential duties related to the protection of life and property; or
- If the travel is for systems or equipment inspections integral to security, safety, or proper functioning of the mission.

For travel that is mission-critical, it is recommended that travel occurs by agency vehicle Enterprise or a private car rental service since daily rentals from Fleet Services are not currently available. Finally, personal vehicles may be used and may be reimbursed at the higher mileage rate for the State's convenience.

At this time meetings should be conducted via phone or video conference (where social distancing can be accomplished).

All out of state and international travel is to be cancelled unless a written exemption has been obtained by the Governor's Office.

In making travel-related decisions, consideration should be given to any health and safety guidance provided by local health authorities. Travel by any state employee to or within areas where there is community spread of COVID-19 should only be undertaken when there is an urgent need, such as to protect life and property.