

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 400

Department: DHHS

Division (if applicable): Director's Office

Appointing authority: Mike Willden

Agency contact (name, phone and e-mail): Mike Torvinen, 684-4004, mtorvinen@dhhs.nv.gov

1. Reason/purpose for requested change: **Currently the 50 mile rule to be eligible for per diem reimbursement appears to only be mentioned in subsection 3 of Section 0206 where SAM indicates the 50 mile requirement be included in agency level policies. For consistency and clarity it is suggested that we the language regarding the 50 mile requirement to section 0204 in SAM.**
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed).

SAM EXCERPT WITH AMENDMENT SUGGESTION ("traveller" is a suggested spelling change by Word):

0204 Board of Examiners' Travel Policy

In accordance with NRS [281.160\(7\)](#) the Board of Examiners' shall establish the rate of reimbursement State officers and employees are entitled to receive while transacting public business. This rate must be the same as the comparable rate established for employees of the Federal Government; however, certain State policies may differ and supersede the established federal guidelines or policy. It is the Board of Examiners' policy that travel should be by the least expensive method available when such factors as total travel time, salary of *traveller*, availability of agency cars or State motor pool cars, and costs of transportation are considered.

State officers and employees are eligible for per diem reimbursements if they are 50 miles or more from their official work station.

Advanced planning for travel will allow for the purchase of airline tickets at discounted rates. Air coach is recommended to all areas serviced.

3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

The 50 mile rule will be more specifically stated and clearly part of the BOE Travel Policy section of SAM.

4. Will recommended change have a fiscal impact (if yes, explain):

The rule is already being enforced.

5. Proposed effective date:

This is more of a clarification of an existing rule so the effective date is not an issue here.

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

0200 Travel

0202 Reimbursement of Travel Expenses

NRS [281.160](#) outlines the State's statutes regarding travel and subsistence for State officers and employees.

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0206 Agency Policy Regarding Travel

Because of the variety of situations faced by State agencies, it is important for State agencies to adopt agency specific policies. The Board of Examiners instructs all agencies to carefully review travel requirements and to adopt detailed policies consistent with the Board of Examiners' travel policy and within the legislatively approved travel budget authority. These policies should include, but are not limited to:

1. The hours and conditions during which an employee will be allowed to claim meals.
2. Overnight lodging within fifty miles of principle station.
3. 50 mile requirement prior to eligibility of travel status per diem.
4. Combining State business and personal travel.
5. Out-of-State travel requests.
6. Employees traveling as members of non-state agencies.
7. Use of private aircraft.

8. The conditions under which an employee will be allowed to claim mileage while using the employee's personal vehicle.
9. Conditions under which incidentals may be claimed.