

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 084

Department: Department of Administration

Division (if applicable): Fleet Services

Appointing authority: Keith Wells

Agency contact: Keith Wells, 775-684-1883, kdwells@admin.nv.gov

Budget Analyst: John Borrowman, 775-684-0224, borrowman@admin.nv.gov

Proposed BOE date: 04/08/2014

1. Reason/purpose for requested change:
 - To revise SAM to reflect the name change of the State Motor Pool to the Fleet Services Division
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being propose
3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):
 - Changes are required to update SAM with the Fleet Services name change and policy changes.
4. Will recommended change have a fiscal impact (if yes, explain):
 - No
5. Proposed effective date:
 - Upon approval of the April Board of Examiners meeting.

BOARD OF EXAMINERS APPROVAL DATE: _____

(for BOE use only)

0204 Board of Examiners' Travel Policy

- 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 traveler, availability of agency cars or ~~State motor pool~~ *Fleet Services Division* cars, and costs of transportation are considered.

0218 Use of Rental Cars

- The ~~Motor Pool~~ *Fleet Services Division* must be used when available before rental cars for in-state travel. When not available, or when travelling out-of-state, a rental car may be used when rented from companies with which the State has agreements. Visit the Purchasing Division's website at <http://purchasing.state.nv.us> for the names of these companies and the guidelines on how to access these contracts. When renting from these companies, it is not necessary to purchase collision damage waivers, as these protections are already included in the negotiated overriding agreement. Should an employee be required to rent a vehicle outside of these agreements, he/she should, if possible, rent the vehicle using the State facilitated credit card (currently Diners Club), which provides coverage for physical damage to the rented car.