

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 015

Department: Governor's Finance Office

Division (if applicable): Governor's Office

Appointing authority: Amy Stephenson

Agency contact (name, phone and e-mail): Budget Division, 775 684-0222, 209 East Musser St. Room 200

Budget Division Analyst (name, phone and e-mail):

Proposed BOE date: November 14

Proposed effective date: November 2023

1. Reason/purpose for requested change:

To provide guidance on employee camping reimbursement rates while on State business.

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

This request will establish standard reimbursement rates for employees on travel status while camping.

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

To provide consistency among state agencies, this change will allow agencies to reimburse employees at standard rates.

4. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). **(please provide requested change as an attachment):**

Appointing Authority: _____

Amy P. Stephenson

BOARD OF EXAMINERS APPROVAL DATE: _____

(for BOE use only)

Current Policy:

0206 Agency Policies 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 address, but may not be limited to, the following situations:

1. The hours and conditions during which an employee will be allowed to claim meals;
2. Overnight lodging, vehicles and per diem allowances within fifty (50) miles principal duty station, if approved by the Board of Examiners;
3. Combining State business and personal travel;
4. Out-of-State travel requests;
5. Employees traveling as members of non-state agencies;
6. Use of private aircraft;
7. The conditions under which an employee will be allowed to claim mileage while using the employee's personal vehicle; and
8. If approved by the Board of Examiners, the conditions under which an employee will be allowed to claim reimbursement for lodging, meals and incidentals while camping inside or outside of established campgrounds while on official State business.

Revision of Current Policy:

0206 Agency Policies 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 address, but may not be limited to, the following situations:

1. The hours and conditions during which an employee will be allowed to claim meals;
2. Overnight lodging, vehicles and per diem allowances within fifty (50) miles principal duty station, if approved by the Board of Examiners;
3. Combining State business and personal travel;
4. Out-of-State travel requests;
5. Employees traveling as members of non-state agencies;
6. Use of private aircraft;
7. The conditions under which an employee will be allowed to claim mileage while using the employee's personal vehicle; and
8. ~~If approved by the Board of Examiners, the conditions under which~~ **Camping while on official State business. An employee camping while on official State business will may be allowed to claim up to a \$40 per night reimbursement for lodging, while camping inside or outside of established campgrounds. Additionally, employees may also be allowed reimbursement for meals and incidentals in accordance with SAM 0210. State agencies may choose to adopt agency-specific policies for camping, but those policies must not include rates which exceed the rates identified in this section. meals and incidentals while camping inside or outside of established campgrounds while on official State business.**

Final Policy:

0206 Agency Policies 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 address, but may not be limited to, the following situations:

1. The hours and conditions during which an employee will be allowed to claim meals;
2. Overnight lodging, vehicles and per diem allowances within fifty (50) miles principal duty station, if approved by the Board of Examiners;
3. Combining State business and personal travel;
4. Out-of-State travel requests;
5. Employees traveling as members of non-state agencies;
6. Use of private aircraft;
7. The conditions under which an employee will be allowed to claim mileage while using the employee's personal vehicle; and
8. Camping while on official State business. An employee camping while on official State business may claim up to a \$40 per night reimbursement while camping inside or outside of established campgrounds. Additionally, employees may also be allowed reimbursement for meals and incidentals in accordance with SAM 0210. State agencies may choose to adopt agency-specific policies for camping, but those policies must not include rates which exceed the rates identified in this section.