

## REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 015

Department: Governor's Finance Office

Division (if applicable): Division of Internal Audits

Appointing authority: Tiffany Greenameyer

Agency contact (name, phone and e-mail): Craig Stevenson, (775) 687-0140,  
c.stevenson@finance.nv.gov

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

Proposed BOE date: May 13, 2025

Proposed effective date: Upon approval

1. Reason/purpose for requested change:

Multiple changes are proposed to reinstate provisions of SAM that were previously deleted in error or that impact the statewide system of internal control. Section 0112 has been modified to state that the State Public Works Division Administrator has the authority to enter leases. Section 0114 reinstates the requirement to attach the BOE justification memo for retroactive contracts to CETS. Sections 0204, 0206, and 0210 have been modified to: reinstate the requirement for agencies to maintain travel policies; allow agency heads to approve reimbursements that exceed GSA rates in certain circumstances and cap lodging reimbursements at 150% of GSA-approved rates; add back the Camping policy; and add the requirement to receive pre-approval for all out-of-country travel requests from the Governor's Office. Section 0218 reinstates the requirement for agencies to include meal reimbursement periods in their travel policies. Section 0230 removes the 10-day requirement for approving certain travel and moving expenses. Section 0304 reinstates the threshold for purchases not made on a contract. Section 0305 was modified to clarify agency solicitation thresholds for service contracts. Section 1210 removes the statement that the Mail Services Division will not be held liable for damaged items in interdepartmental mail. Section 2622 removes the statement that the Clerk of the BOE may request approval for exceptional transactions.

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

Agencies will benefit from clarified guidance on travel and procurement policies. Clarifying the thresholds for service contract solicitations may reduce agency workload.

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

The recommended changes will not have an adverse fiscal impact.

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: 

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

## Current Policy:

### 0112 Leases and Purchases of Real Property

- A. State Offices. The State Public Works Division has authority to lease and equip office space outside of State buildings whenever sufficient office space cannot be provided within State buildings. Building leases require approval in accordance with SAM 0107, with the exception of an office space lease less than one year. ([NRS 331.110](#)) The Attorney General shall approve each lease as to form and compliance with law.
- B. Storage Space. Leased space used strictly for storage is a service contract following normal contracting requirements.
- C. Land. The Division of State Lands acquires and holds all lands and interests in land owned or required by the State except the following.
  - 1. Lands or interests used or acquired for highway purposes.
  - 2. Lands or interests the title to which is vested in the Board of Regents of the Nevada System of Higher Education.
  - 3. Office buildings leased by the Administrator of the State Public Works Division.
  - 4. Lands used or acquired for the Legislature or its staff.

## Revised Policy:

### 0112 Leases and Purchases of Real Property

- A. State Offices. The State Public Works Division *Administrator* has authority to lease and equip office space outside of State buildings whenever sufficient office space cannot be provided within State buildings. Building leases require approval in accordance with SAM 0107, with the exception of an office space lease less than one year. ([NRS 331.110](#)) The Attorney General shall approve each lease as to form and compliance with law.
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  - 1. Lands or interests used or acquired for highway purposes.
  - 2. Lands or interests the title to which is vested in the Board of Regents of the Nevada System of Higher Education.
  - 3. Office buildings leased by the Administrator of the State Public Works Division.
  - 4. Lands used or acquired for the Legislature or its staff.

## Final Policy:

### 0112 Leases and Purchases of Real Property

- A. State Offices. The State Public Works Division Administrator has authority to lease and equip office space outside of State buildings whenever sufficient office space cannot be provided within State buildings. Building leases require approval in accordance with SAM 0107, with the exception of an office space lease less than one year. ([NRS 331.110](#)) The Attorney General shall approve each lease as to form and compliance with law.
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  - 1. Lands or interests used or acquired for highway purposes.
  - 2. Lands or interests the title to which is vested in the Board of Regents of the Nevada System of Higher Education.
  - 3. Office buildings leased by the Administrator of the State Public Works Division.
  - 4. Lands used or acquired for the Legislature or its staff.

## Current Policy:

### 0114 Retroactive Contracts

- A. In almost all circumstances, agency contracts require Governor's Finance Office (GFO) submission and Board of Examiners (BOE) approval prior to the vendor starting work. In rare instances where it is necessary for a vendor to start work, the agency should notify GFO as soon as practicable.
- B. When an agency submits a retroactive contract for inclusion on the action item agenda, support documentation submitted to GFO and provided to Board Members must include a memorandum explaining why the proposed contract should be approved retroactively. The memorandum must be on agency letterhead and approved by the agency head or designee.

## Revised Policy:

### 0114 Retroactive Contracts

- A. In almost all circumstances, agency contracts require Governor's Finance Office (GFO) submission and Board of Examiners (BOE) approval prior to the vendor starting work. In rare instances where it is necessary for a vendor to start work, the agency should notify GFO as soon as practicable.
- B. When an agency submits a retroactive contract for inclusion on the action item agenda, support documentation submitted to GFO and provided to Board Members must include a memorandum explaining why the proposed contract should be approved retroactively. The memorandum must be on agency letterhead and approved by the agency head or designee. *The memorandum must be attached*

*in CETS in the tab marked “Addl. Info” and the memo should be attached in the “Supporting Info (Prints on BOE Agenda)” area.*

**Final Policy:**

## **0114 Retroactive Contracts**

- A. In almost all circumstances, agency contracts require Governor’s Finance Office (GFO) submission and Board of Examiners (BOE) approval prior to the vendor starting work. In rare instances where it is necessary for a vendor to start work, the agency should notify GFO as soon as practicable.
- B. When an agency submits a retroactive contract for inclusion on the action item agenda, support documentation submitted to GFO and provided to Board Members must include a memorandum explaining why the proposed contract should be approved retroactively. The memorandum must be on agency letterhead and approved by the agency head or designee. The memorandum must be attached in CETS in the tab marked “Addl. Info” and the memo should be attached in the “Supporting Info (Prints on BOE Agenda)” area.

**Current Policy:**

## **0204 Board of Examiners Travel Policy**

- A. 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). In accordance with NRS [281.160\(7\)](#) BOE shall establish the rate of reimbursement 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. It is BOE policy that travel should be by the least expensive method available when such factors as total travel time, salary of employee, availability of agency cars or Fleet Services Division cars, and costs of transportation are considered.
- B. [NRS 281.160 \(6\)](#) allows an agency to adopt a rate of reimbursement less than the amounts specified in [NRS 281.160 \(1\)](#) where unusual circumstances make that rate desirable. An agency adopting such rates must submit their proposed policy to BOE for approval. The lesser rates may not be adopted until such approval.
- C. A person employed by an agency that has adopted a lesser reimbursement rate shall be reimbursed in accordance with agency policies.
- D. Employees are eligible for per diem, lodging and/or vehicle rental reimbursements only if they are 50 miles or more from their official duty station, unless the Board of Examiners has approved a policy for a given department that permits travel reimbursements within 50 miles of the assigned duty station.
- E. Advanced planning for travel will allow for the purchase of airline tickets at discounted rates.



## Revised Policy:

### 0204 Board of Examiners Travel Policy

- A. ~~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).~~ In accordance with NRS [281.160\(7\)](#) BOE shall establish the rate of reimbursement 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 supersede the established federal guidelines or policy.* It is BOE policy that travel should be by the least expensive method available when such factors as total travel time, salary of employee, availability of agency cars or Fleet Services Division cars, and costs of transportation are considered.
- B. [NRS 281.160 \(6\)](#) allows an agency to adopt a rate of reimbursement less than the amounts specified in [NRS 281.160 \(1\)](#) where unusual circumstances make that rate desirable. An agency adopting such rates must submit their proposed policy to BOE for approval. The lesser rates may not be adopted until such approval.
- C. A person employed by an agency that has adopted a lesser reimbursement rate shall be reimbursed in accordance with agency policies.
- D. Employees are eligible for per diem, lodging and/or vehicle rental reimbursements only if they are 50 miles or more from their official duty station, unless the Board of Examiners has approved a policy for a given department that permits travel reimbursements within 50 miles of the assigned duty station.
- E. Advanced planning for travel will allow for the purchase of airline tickets at discounted rates.

## Final Policy:

### 0204 Board of Examiners Travel Policy

- A. In accordance with NRS [281.160\(7\)](#) BOE shall establish the rate of reimbursement 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 supersede the established federal guidelines or policy. It is BOE policy that travel should be by the least expensive method available when such factors as total travel time, salary of employee, availability of agency cars or Fleet Services Division cars, and costs of transportation are considered.
- B. [NRS 281.160 \(6\)](#) allows an agency to adopt a rate of reimbursement less than the amounts specified in [NRS 281.160 \(1\)](#) where unusual circumstances make that rate desirable. An agency adopting such rates must submit their proposed policy to BOE for approval. The lesser rates may not be adopted until such approval.
- C. A person employed by an agency that has adopted a lesser reimbursement rate shall be reimbursed in accordance with agency policies.
- D. Employees are eligible for per diem, lodging and/or vehicle rental reimbursements only if they are 50 miles or more from their official duty station, unless the Board of Examiners has approved a policy

for a given department that permits travel reimbursements within 50 miles of the assigned duty station.

E. Advanced planning for travel will allow for the purchase of airline tickets at discounted rates.

#### Current Policy:

### 0206 Agency Procedures Regarding Travel

A. Because of the variety of internal agency process requirements, it is important for agencies to adopt agency-specific procedures in accordance with SAM 2416. The Board of Examiners (BOE) instructs all agencies to establish procedures regarding agency employees accurately requesting, approving, monitoring, and reporting all travel and per diem. These procedures should address, but may not be limited to, the following:

1. Required forms and instructions for completion of in-state and out-of-state travel requests.
2. Approval processes.
3. Verification for budget authority.
4. Submittal timeframe requirements for both travel requests and travel claims.
5. Estimating compensation while traveling.
6. Travel advances.
7. Procedure exceptions.

#### Revised Policy:

### 0206 Agency Procedures Regarding Travel

A. *The Board of Examiners (BOE) instructs all agencies to adopt agency specific policies regarding travel. The policies should address, but may not be limited to the following:*

1. *The hours and conditions during which an employee will be allowed to claim meals;*
2. *Overnight lodging, vehicles and per diem allowances withing 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 aircrafts;*
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.*
  - a. *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.*

B. Because of the variety of internal agency process requirements, it is important for agencies to adopt agency-specific procedures in accordance with SAM 2416. ~~The Board of Examiners (BOE) instructs all-a~~Agencies ~~to-must~~ establish procedures regarding agency employees accurately requesting, approving, monitoring, and reporting all travel and per diem. These procedures should address, but

may not be limited to, the following:

1. Required forms and instructions for completion of in-state and out-of-state travel requests.
2. Approval processes.
3. Verification for budget authority.
4. Submittal timeframe requirements for both travel requests and travel claims.
5. Estimating compensation while traveling.
6. Travel advances.
7. Procedure exceptions

**Final Policy:**

## **0206 Agency Procedures Regarding Travel**

A. The Board of Examiners (BOE) instructs all agencies to adopt agency specific policies regarding travel. The policies should address, but may not be limited to the following:

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 aircrafts;
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.
  - a. 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.

B. Because of the variety of internal agency process requirements, it is important for agencies to adopt agency-specific procedures in accordance with SAM 2416. Agencies must establish procedures regarding agency employees accurately requesting, approving, monitoring, and reporting all travel and per diem. These procedures should address, but may not be limited to, the following:

1. Required forms and instructions for completion of in-state and out-of-state travel requests.
2. Approval processes.
3. Verification for budget authority.
4. Submittal timeframe requirements for both travel requests and travel claims.
5. Estimating compensation while traveling.
6. Travel advances.

## Current Policy:

### 0210 Travel Status

- A. Employees in travel status shall receive reimbursement that matches the rates established by the General Services Administration (GSA) for the employee's primary destination. Maximum per diem reimbursement rates for lodging, meals, and incidental expenses are established by city/county and vary by season. State employees are directed to the GSA website <http://gsa.gov> and the link Per Diem Rates under the Travel drop-down menu to locate the current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees shall not claim full meals furnished to them during a conference, meeting, or other work function on their reimbursement request. Employees may not claim full meals if a meal is offered as part of a conference, meeting, or other work function even if the employee does not consume the meal offered, except when the department head has approved an exception when the following applies:
1. Employee has a food allergy and/or dietary restriction that preclude the employee from consuming the provided meal at a conference, meeting or other work function.
  2. If the condition above exists, agencies may allow employee to claim meal reimbursements for any meals provided at a conference, meeting or other work function that may pose a health risk to the employee if consumed.
- B. For out-of-state travel, employees are required to submit a Travel Request for approval prior to making any travel arrangements.
- C. Upon approval of the department head, agencies may make exceptions to the rate of reimbursement for lodging when one *of* the conditions below exist. The agency head shall determine and approve an appropriate rate of reimbursement.
1. Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held.
  2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.
  - 1.

## Revised Policy:

### 0210 Travel Status

- A. Employees in travel status shall receive reimbursement that matches the rates established by the General Services Administration (GSA) for the employee's primary destination. Maximum per diem reimbursement rates for lodging, meals, and incidental expenses are established by city/county and vary by season. State employees are directed to the GSA website <http://gsa.gov> and the link Per Diem Rates under the Travel drop-down menu to locate the current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees shall not claim full meals furnished to them during a conference, meeting, or other work function on their reimbursement request. Employees may not claim full meals if a meal is offered as part of a conference, meeting, or other work function even if the employee does not consume the meal offered, except when



the department head has approved an exception when the following applies:

1. Employee has a food allergy and/or dietary restriction that preclude the employee from consuming the provided meal at a conference, meeting or other work function.
  2. If the condition above exists, agencies may allow employee to claim meal reimbursements for any meals provided at a conference, meeting or other work function that may pose a health risk to the employee if consumed.
- B. For out-of-state travel, employees are required to submit a Travel Request for approval prior to making any travel arrangements. *All out-of-country travel requests must be submitted and receive approval from the Governor's Office prior to making any travel arrangements.*
- C. Upon approval of the department head, agencies may make exceptions to the rate of reimbursement for lodging when one of the conditions below exists. The agency head ~~shall determine and may~~ approve ~~an appropriate rate of reimbursement~~ *up to 150% of the established GSA rate.*
1. Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held.
  2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.
  3. *Lodging is necessary to accommodate job duties that require the employee to be in a specific location at a designated time.*
- ~~2.D.~~ *In cases where extenuating circumstances exist, a higher rate of reimbursement for lodging may be approved. Such approval must be granted by the Clerk of the BOE, who will determine an appropriate rate of reimbursement. The approved rate may exceed the standard allowance to accommodate unique conditions.*
- ~~1.~~

## Final Policy:

### 0210 Travel Status

- A. Employees in travel status shall receive reimbursement that matches the rates established by the General Services Administration (GSA) for the employee's primary destination. Maximum per diem reimbursement rates for lodging, meals, and incidental expenses are established by city/county and vary by season. State employees are directed to the GSA website <http://gsa.gov> and the link Per Diem Rates under the Travel drop-down menu to locate the current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees shall not claim full meals furnished to them during a conference, meeting, or other work function on their reimbursement request. Employees may not claim full meals if a meal is offered as part of a conference, meeting, or other work function even if the employee does not consume the meal offered, except when the department head has approved an exception when the following applies:
1. Employee has a food allergy and/or dietary restriction that preclude the employee from consuming the provided meal at a conference, meeting or other work function.
  2. If the condition above exists, agencies may allow employee to claim meal reimbursements for any

meals provided at a conference, meeting or other work function that may pose a health risk to the employee if consumed.

- B. For out-of-state travel, employees are required to submit a Travel Request for approval prior to making any travel arrangements. All out-of-country travel requests must be submitted and receive approval from the Governor's Office prior to making any travel arrangements.
- C. Upon approval of the department head, agencies may make exceptions to the rate of reimbursement for lodging when one of the conditions below exists. The agency head may approve up to 150% of the established GSA rate.
  - 1. Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held.
  - 2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.
  - 3. Lodging is necessary to accommodate job duties that require the employee to be in a specific location at a designated time.
- D. In cases where extenuating circumstances exist, a higher rate of reimbursement for lodging may be approved. Such approval must be granted by the Clerk of the BOE, who will determine an appropriate rate of reimbursement. The approved rate may exceed the standard allowance to accommodate unique conditions.

**Current Policy:**

## **0218 Travel Reimbursement**

- A. All claims for travel reimbursement to an individual should be filed on a "Travel Expense Reimbursement Claim" (TE) form, as developed by each department. TE forms may not contain claims for expenses associated with travelers other than the traveler indicated on the form, even if the traveler paid for the other travelers' expenses. All areas of the TE form must be completed, including:
  - 1. start and end times of journey;
  - 2. destination;
  - 3. purpose of trip;
  - 4. official duty station; and
  - 5. authenticated signatures
- B. If applicable, hotel bills noting the employee name, date(s) of stay, and breakdown of costs by day are required for all lodging expenses. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and the traveler elects to stay at a hotel that costs \$100 per night, the traveler can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. Receipts are not required for the M&IE allowance.

C. Employees may be reimbursed for the following:

1. Actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., rideshare, taxi, shuttle, etc.). Gratuity will be reimbursed for commercial transportation costs up to 20%. Receipts are required (scanned copies of original receipts are acceptable).
2. Other miscellaneous reimbursable business-related expenses including: reasonable baggage fees, use of internet services, computers and other business machines, conference room rentals, and official telephone calls/service. Receipts are required (scanned copies of original receipts are acceptable).
3. Laundry cleaning/pressing services if the employee's official business related hotel stay is four (4) consecutive nights or longer. Receipts are required.
4. A meal rate approved by the Board of Examiners (BOE) for employees traveling outside the United States, commensurate with U.S. Department of State's meal allowances for foreign cities as listed in the U.S. Department of State publication, Maximum Travel Per Diem Allowance for Foreign Areas. The current foreign per diem rates can be accessed at the [U.S. Department of State website](#).
5. Using their own personal vehicle for the State's convenience, at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Governor's Finance Office shall issue an All-Agency Memorandum periodically reflecting the current rate in effect at that time.
6. Using their own personal vehicle for their own convenience at one-half the standard mileage reimbursement rate.
7. Using their own personal vehicle for any miles driven in excess of their normal commute while on official State business. An employee's normal commute is the roundtrip mileage between the employee's residence and their official duty station. Board members traveling on State business can list their duty station as their home address.
8. The standard credit card fee for cash advance transactions is reimbursable by the State to the employee for every authorized advance obtained through the use of an ATM. Said expense should be treated for budgeting purposes as any other travel expense and should be limited to one (1) per authorized trip.
9. Additional bank ATM facility charges relating to obtaining an authorized advance from an ATM are also reimbursable by the State to the employee, and should be limited to one ( 1 ) per authorized trip.
10. Interest charges incurred due to delays beyond the control of the traveler will be travel expenses reimbursable by the employee's agency.

D. The claimant's signature on the TE form attests to the accuracy of the claim. A supervisor, manager, or designee must sign the TE form approving the appropriateness of the travel. Travel claims must be submitted within one month of completion of travel unless prohibited by exceptional circumstance. An employee cannot sign as the authorizing signature on any travel voucher made out

in their own name unless that employee is the head of the agency. All TE forms must be retained either by the travelers' agency or fiscal agency if electronic or facsimile copies are used for payment purposes pursuant to SAM 2616 (Supporting Documentation for Transactions).

- E. Alternate documentation and/or procedures which provide at least the level of control described in this section are acceptable, but the documentation must be specified in the agency approved travel policy. For the purposes of this chapter, a fiscal agency is an organization that performs accounting transactions and budgeting functions for a given department, division, agency, or office within the Executive Branch of State government.

1. The administrative head or their designee must reconcile cash advances to actual travel taken.

## Revised Policy:

# 0218 Travel Reimbursement

- A. All claims for travel reimbursement to an individual should be filed on a “~~Travel~~ Expense Reimbursement Claim” (TE) form, as developed by each department. TE forms may not contain claims for expenses associated with travelers other than the traveler indicated on the form, even if the traveler paid for the other travelers' expenses. All areas of the TE form must be completed, including:
1. start and end times of journey;
  2. destination;
  3. purpose of trip;
  4. official duty station; and
  5. authenticated signatures
- B. If applicable, hotel bills noting the employee name, date(s) of stay, and breakdown of costs by day are required for all lodging expenses. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and the traveler elects to stay at a hotel that costs \$100 per night, the traveler can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. Receipts are not required for the M&IE allowance. *Pursuant to SAM 0206, the hours and conditions for which employees are allowed to claim meals must be included within each agency's travel policy.*
- C. Employees may be reimbursed for the following:
1. Actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., rideshare, taxi, shuttle, etc.). Gratuity will be reimbursed for commercial transportation costs up to 20%. Receipts are required (scanned copies of original receipts are acceptable).
  2. Other miscellaneous reimbursable business-related expenses including: reasonable baggage fees, use of internet services, computers and other business machines, conference room rentals, and official telephone calls/service. Receipts are required (scanned copies of original receipts are acceptable).



3. Laundry cleaning/pressing services if the employee's official business related hotel stay is four (4) consecutive nights or longer. Receipts are required.
  4. A meal rate approved by the Board of Examiners (BOE) for employees traveling outside the United States, commensurate with U.S. Department of State's meal allowances for foreign cities as listed in the U.S. Department of State publication, Maximum Travel Per Diem Allowance for Foreign Areas. The current foreign per diem rates can be accessed at the [U.S. Department of State website](#).
  5. Using their own personal vehicle for the State's convenience, at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Governor's Finance Office shall issue an All-Agency Memorandum periodically reflecting the current rate in effect at that time.
  6. Using their own personal vehicle for their own convenience at one-half the standard mileage reimbursement rate.
  7. Using their own personal vehicle for any miles driven in excess of their normal commute while on official State business. An employee's normal commute is the roundtrip mileage between the employee's residence and their official duty station. Board members traveling on State business can list their duty station as their home address.
  8. The standard credit card fee for cash advance transactions is reimbursable by the State to the employee for every authorized advance obtained through the use of an ATM. Said expense should be treated for budgeting purposes as any other travel expense and should be limited to one (1) per authorized trip.
  9. Additional bank ATM facility charges relating to obtaining an authorized advance from an ATM are also reimbursable by the State to the employee, and should be limited to one ( 1 ) per authorized trip.
  10. Interest charges incurred due to delays beyond the control of the traveler will be travel expenses reimbursable by the employee's agency.
- D. The claimant's signature on the TE form attests to the accuracy of the claim. A supervisor, manager, or designee must sign the TE form approving the appropriateness of the travel. Travel claims must be submitted within one month of completion of travel unless prohibited by exceptional circumstance. An employee cannot sign as the authorizing signature on any travel voucher made out in their own name unless that employee is the head of the agency. All TE forms must be retained either by the travelers' agency or fiscal agency if electronic or facsimile copies are used for payment purposes pursuant to SAM 2616 (Supporting Documentation for Transactions).
- E. Alternate documentation and/or procedures which provide at least the level of control described in this section are acceptable, but the documentation must be specified in the agency approved travel policy. For the purposes of this chapter, a fiscal agency is an organization that performs accounting transactions and budgeting functions for a given department, division, agency, or office within the Executive Branch of State government.

1. The administrative head or their designee must reconcile cash advances to actual travel taken.

**Final Policy:**

## **0218 Travel Reimbursement**

- A. All claims for travel reimbursement to an individual should be filed on a “Travel Expense Reimbursement Claim” (TE) form, as developed by each department. TE forms may not contain claims for expenses associated with travelers other than the traveler indicated on the form, even if the traveler paid for the other travelers’ expenses. All areas of the TE form must be completed, including:
  1. start and end times of journey;
  2. destination;
  3. purpose of trip;
  4. official duty station; and
  5. authenticated signatures
- B. If applicable, hotel bills noting the employee name, date(s) of stay, and breakdown of costs by day are required for all lodging expenses. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and the traveler elects to stay at a hotel that costs \$100 per night, the traveler can only claim the amount of taxes on \$50 which is the maximum authorized lodging amount. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. Receipts are not required for the M&IE allowance. Pursuant to SAM 0206, the hours and conditions for which employees are allowed to claim meals must be included within each agency’s travel policy.
- C. Employees may be reimbursed for the following:
  1. Actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., rideshare, taxi, shuttle, etc.). Gratuity will be reimbursed for commercial transportation costs up to 20%. Receipts are required (scanned copies of original receipts are acceptable).
  2. Other miscellaneous reimbursable business-related expenses including: reasonable baggage fees, use of internet services, computers and other business machines, conference room rentals, and official telephone calls/service. Receipts are required (scanned copies of original receipts are acceptable).
  3. Laundry cleaning/pressing services if the employee’s official business related hotel stay is four (4) consecutive nights or longer. Receipts are required.
  4. A meal rate approved by the Board of Examiners (BOE) for employees traveling outside the United States, commensurate with U.S. Department of State’s meal allowances for foreign cities as listed in the U.S. Department of State publication, Maximum Travel Per Diem Allowance for Foreign Areas. The current foreign per diem rates can be accessed at the [U.S. Department of State website](#).

5. Using their own personal vehicle for the State's convenience, at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Governor's Finance Office shall issue an All-Agency Memorandum periodically reflecting the current rate in effect at that time.
  6. Using their own personal vehicle for their own convenience at one-half the standard mileage reimbursement rate.
  7. Using their own personal vehicle for any miles driven in excess of their normal commute while on official State business. An employee's normal commute is the roundtrip mileage between the employee's residence and their official duty station. Board members traveling on State business can list their duty station as their home address.
  8. The standard credit card fee for cash advance transactions is reimbursable by the State to the employee for every authorized advance obtained through the use of an ATM. Said expense should be treated for budgeting purposes as any other travel expense and should be limited to one (1) per authorized trip.
  9. Additional bank ATM facility charges relating to obtaining an authorized advance from an ATM are also reimbursable by the State to the employee, and should be limited to one ( 1 ) per authorized trip.
  10. Interest charges incurred due to delays beyond the control of the traveler will be travel expenses reimbursable by the employee's agency.
- D. The claimant's signature on the TE form attests to the accuracy of the claim. A supervisor, manager, or designee must sign the TE form approving the appropriateness of the travel. Travel claims must be submitted within one month of completion of travel unless prohibited by exceptional circumstance. An employee cannot sign as the authorizing signature on any travel voucher made out in their own name unless that employee is the head of the agency. All TE forms must be retained either by the travelers' agency or fiscal agency if electronic or facsimile copies are used for payment purposes pursuant to SAM 2616 (Supporting Documentation for Transactions).
- E. Alternate documentation and/or procedures which provide at least the level of control described in this section are acceptable, but the documentation must be specified in the agency approved travel policy. For the purposes of this chapter, a fiscal agency is an organization that performs accounting transactions and budgeting functions for a given department, division, agency, or office within the Executive Branch of State government.
1. The administrative head or their designee must reconcile cash advances to actual travel taken.

**Current Policy:**

## **0230 Travel & Moving Expenses on Transfer or Hire of Employee**

- A. [NRS 281.167](#) defines State minimum requirements for authorizing reimbursement of travel and

moving expenses with regard to the transfer or hire of State employees. All requests for payment of travel expenses, subsistence allowances and moving expenses must be submitted to the Clerk of the Board of Examiners (Clerk) before obligations are incurred. The Clerk will approve or deny and return the request to the agency within ten (10) days. An estimate of costs to be incurred must be provided with the request and include the following, at a minimum:

1. A listing of the individual (s) being considered for reimbursement.
  2. An explanation of the purpose of the reimbursement including:
    - a. For new hires, an explanation detailing the position's critical need and why this need cannot otherwise be filled.
    - b. For transfers, one of two criteria must be met:
      - i. An explanation of how the transfer is for the convenience of the State and not for the convenience of the employee; or
      - ii. An explanation of the critical need being met by the transfer, including an explanation of why this need cannot otherwise be filled.
  3. The dates the obligations will be incurred.
  4. A detailed estimate of the total expenses including an itemization of travel costs, per diem rates and moving expenses.
- B. Claims are submitted for payment in the same manner as other travel claims against the State and must include a copy of the approved request along with supporting receipts for all moving expense reimbursements. Agencies must ensure that funds are available within their existing budgets.

#### Revised Policy:

## 0230 Travel & Moving Expenses on Transfer or Hire of Employee

- A. [NRS 281.167](#) defines State minimum requirements for authorizing reimbursement of travel and moving expenses with regard to the transfer or hire of State employees. All requests for payment of travel expenses, subsistence allowances and moving expenses must be submitted to the Clerk of the Board of Examiners (Clerk) before obligations are incurred. ~~The Clerk will approve or deny and return the request to the agency within ten (10) days.~~ An estimate of costs to be incurred must be provided with the request and include the following, at a minimum:
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      - ii. An explanation of the critical need being met by the transfer, including an explanation of



why this need cannot otherwise be filled.

3. The dates the obligations will be incurred.
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- B. Claims are submitted for payment in the same manner as other travel claims against the State and must include a copy of the approved request along with supporting receipts for all moving expense reimbursements. Agencies must ensure that funds are available within their existing budgets.

**Final Policy:**

## **0230 Travel & Moving Expenses on Transfer or Hire of Employee**

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- B. Claims are submitted for payment in the same manner as other travel claims against the State and must include a copy of the approved request along with supporting receipts for all moving expense reimbursements. Agencies must ensure that funds are available within their existing budgets.

**Current Policy:**

## **0304 Special Approvals**

The following procurements require prior approval from certain agencies before any order or solicitation.

- A. New or used vehicles require Board of Examiners (BOE) approval. For the purposes of this section, a “vehicle” is any wheeled apparatus that would generally require a license plate, all-terrain vehicles (ATV), utility task vehicles (UTV), side-by-sides, aircraft, watercraft, and heavy equipment. Agencies shall refer to SAM 1300 on policies for State Vehicles.
- B. Information Technology projects with combined goods and services require review and approval pursuant to SAM 1600.
- C. Computers, laptops, file servers, software and information systems require preapproval pursuant to SAM 1600.
- D. Telecommunications equipment requires preapproval pursuant to SAM 1600.
- E. Contracts that include credit card payment processing require preapproval from the State Treasurer’s Office and possibly the Board of Finance (BOF).
- F. Occasionally agencies have a need to evaluate a piece of equipment before it is purchased. These try and buy acquisitions must be approved in writing by State Purchasing prior to the evaluation period.

**Revised Policy:**

## **0304 Special Approvals**

The following procurements require prior approval from certain agencies before any order or solicitation.

- A. New or used vehicles require Board of Examiners (BOE) approval. For the purposes of this section, a “vehicle” is any wheeled apparatus that would generally require a license plate, all-terrain vehicles (ATV), utility task vehicles (UTV), side-by-sides, aircraft, watercraft, and heavy equipment. Agencies shall refer to SAM 1300 on policies for State Vehicles.
- B. Information Technology projects with combined goods and services require review and approval pursuant to SAM 1600.
- C. Computers, laptops, file servers, software and information systems require preapproval pursuant to SAM 1600.
- D. Telecommunications equipment requires preapproval pursuant to SAM 1600.
- E. ~~Contracts that include credit card payment processing require preapproval from the State Treasurer’s Office and possibly the Board of Finance (BOF).~~ *Any purchase, not available on contract, over \$4,999.99 requires preapproval from State Purchasing.*
- F. Occasionally agencies have a need to evaluate a piece of equipment before it is purchased. These try and buy acquisitions must be approved in writing by State Purchasing prior to the evaluation period.

## **Final Policy:**

### **0304 Special Approvals**

The following procurements require prior approval from certain agencies before any order or solicitation.

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- D. Telecommunications equipment requires preapproval pursuant to SAM 1600.
- E. Any purchase, not available on contract, over \$4,999.99 requires preapproval from State Purchasing.
- F. Occasionally agencies have a need to evaluate a piece of equipment before it is purchased. These try and buy acquisitions must be approved in writing by State Purchasing prior to the evaluation period.

## **Current Policy:**

### **0305 Competition Requirements**

- A. Agencies are generally encouraged to procure under existing contracts before conducting separate competition and contract.
- B. The determination of what type of procurement is appropriate partially depends on the estimated project value. The estimated project value of a contract is the total potential revenue and/or expense to the State and partners, customers, and clients. The source of the funds makes no difference, whether collected from customers or clients as a fee, part of a grant, or a general fund appropriation.
  - 1. When the State will pay the vendor, the total project value is the total amount that may be paid to a vendor over the life of the contract.
  - 2. When the vendor will pay the State, the total project value is the total amount that may be earned over the life of the contract.
  - 3. When the contract includes both revenue and expense, the total project value is the absolute value of projected revenue plus expected expense, not net value of one subtracted from the other. For example, on contracts where the vendor provides a service paid for by customer facing fees, the project value includes those fees as revenue earned by the State and funds expensed by the State

(e.g., \$20,000 in vendor collected fees and \$20,000 in expenditures spent supporting the vendor system is a project with a value of \$40,000 not a value of \$0.

- C. The following dollar limits apply when conducting competition as part of a proposed purchase.
1. All purchases of goods worth less than \$5,000 or services worth less than \$25,000 may be made by agencies after an informal process. See SAM 0313.
  2. Purchases of goods valued at more than \$5,000, but less than \$50,000 require review by State Purchasing after an informal process. See SAM 03130.
  3. Purchases of goods of \$50,000 or more must be made by State Purchasing using a formal solicitation process. See SAM 0318 or SAM 03190.
  4. Purchases of services of at least \$25,000 but less than \$100,000 must be made using a formal solicitation process. An agency may choose to conduct this formal solicitation itself or ask State Purchasing to conduct the formal solicitation. See SAM 03190.
  5. Purchases of services of \$100,000 or more must be made by State Purchasing using a formal solicitation process. See SAM 03190.
- D. When goods and services are combined, the purchase shall be treated as a contract for services. This requirement helps prevent the problem of splitting goods and services to circumvent the required approvals based on dollar thresholds.
- E. It is the Board of Examiners (BOE) general policy that service contracts be solicited every four years. However, there are often valid reasons for entering into a longer or shorter contract and an agency may request a different term. State Purchasing makes the final determination on the length of a proposed contract term and/or inclusion of option years that will yield best value for the State.
- F. State Purchasing shall authorize contracts for leasing equipment unless otherwise specifically provided by law. (NRS 333.150) Agencies must contact State Purchasing prior to any rental, lease or time pay agreements for any supplies, material or equipment that are not available on an existing statewide contract. No rental or lease agreements may be signed without approval of State Purchasing, except for short-term rentals not exceeding \$5,000. Agencies are responsible for ensuring staff operating rented equipment are appropriately qualified.
- G. Questions regarding solicitation requirements should be addressed to State Purchasing.

**Revised Policy:**

## **0305 Competition Requirements**

- A. Agencies are generally encouraged to procure under existing contracts before conducting separate competition and contract.
- B. The determination of what type of procurement is appropriate partially depends on the estimated project value. The estimated project value of a contract is the total potential revenue and/or expense



to the State and partners, customers, and clients. The source of the funds makes no difference, whether collected from customers or clients as a fee, part of a grant, or a general fund appropriation.

1. When the State will pay the vendor, the total project value is the total amount that may be paid to a vendor over the life of the contract.
2. When the vendor will pay the State, the total project value is the total amount that may be earned over the life of the contract.
3. When the contract includes both revenue and expense, the total project value is the absolute value of projected revenue plus expected expense, not net value of one subtracted from the other. For example, on contracts where the vendor provides a service paid for by customer facing fees, the project value includes those fees as revenue earned by the State and funds expensed by the State (e.g., \$20,000 in vendor collected fees and \$20,000 in expenditures spent supporting the vendor system is a project with a value of \$40,000 not a value of \$0).

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1. All purchases of goods worth less than \$5,000 or services worth less than \$25,000 may be made by agencies after an informal process. See SAM 0313.
2. Purchases of goods valued at more than \$5,000, but less than \$50,000 require review by State Purchasing after an informal process. See SAM 0313~~0~~.
3. Purchases of goods of \$50,000 or more must be made by State Purchasing using a formal solicitation process. See SAM 0318 or SAM 0319~~0~~.
4. Purchases of services *with an estimated contract value* of at least \$25,000 *per fiscal year*, ~~but less than or at least~~ \$100,000 *in estimated total contract value*, -must be made using a formal solicitation process. *If the estimated contract value is less than \$25,000 per fiscal year and less than \$100,000 in total, but exceeds \$25,000 in total value, An-the* agency may ~~choose to~~ conduct ~~this-the~~ formal solicitation itself or ask State Purchasing to conduct the formal solicitation. See ~~SAM-03190~~.
5. Purchases of services of \$100,000 or more must be made by State Purchasing using a formal solicitation process. See SAM 0319~~0~~.

D. When goods and services are combined, the purchase shall be treated as a contract for services. This requirement helps prevent the problem of splitting goods and services to circumvent the required approvals based on dollar thresholds.

E. It is the Board of Examiners (BOE) general policy that service contracts be solicited every four years. However, there are often valid reasons for entering into a longer or shorter contract and an agency may request a different term. State Purchasing makes the final determination on the length of a proposed contract term and/or inclusion of option years that will yield best value for the State.

F. State Purchasing shall authorize contracts for leasing equipment unless otherwise specifically provided by law. (NRS 333.150) Agencies must contact State Purchasing prior to any rental, lease or time pay agreements for any supplies, material or equipment that are not available on an existing

statewide contract. No rental or lease agreements may be signed without approval of State Purchasing, except for short-term rentals not exceeding \$5,000. Agencies are responsible for ensuring staff operating rented equipment are appropriately qualified.

G. Questions regarding solicitation requirements should be addressed to State Purchasing.

**Final Policy:**

## **0305 Competition Requirements**

- A. Agencies are generally encouraged to procure under existing contracts before conducting separate competition and contract.
- B. The determination of what type of procurement is appropriate partially depends on the estimated project value. The estimated project value of a contract is the total potential revenue and/or expense to the State and partners, customers, and clients. The source of the funds makes no difference, whether collected from customers or clients as a fee, part of a grant, or a general fund appropriation.
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  - 1. All purchases of goods worth less than \$5,000 or services worth less than \$25,000 may be made by agencies after an informal process. See SAM 0313.
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  - 3. Purchases of goods of \$50,000 or more must be made by State Purchasing using a formal solicitation process. See SAM 0318 or SAM 0319.
  - 4. Purchases of services with an estimated contract value of at least \$25,000 per fiscal year, or at least \$100,000 in estimated total contract value, must be made using a formal solicitation process. If the estimated contract value is less than \$25,000 per fiscal year and less than \$100,000 in total, but exceeds \$25,000 in total value, the agency may conduct the formal solicitation itself or ask State Purchasing to conduct the formal solicitation.

5. Purchases of services of \$100,000 or more must be made by State Purchasing using a formal solicitation process. See SAM 0319.
- D. When goods and services are combined, the purchase shall be treated as a contract for services. This requirement helps prevent the problem of splitting goods and services to circumvent the required approvals based on dollar thresholds.
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- G. Questions regarding solicitation requirements should be addressed to State Purchasing.

**Current Policy:**

## **1210 Inter-Departmental Mail**

- A. The Mail Services Division offers inter-departmental mail service to all participating agencies in Carson City, Las Vegas, and Reno. Mail going to agencies outside our service area or to non-participating agencies must be mailed via the U.S. Postal Service. Further information regarding inter-departmental mail service can be found by calling the Mail Services Division, at 775-684-1860 in Carson City, or 702-486-2485 in Las Vegas.
- B. If your agency is not currently participating in interdepartmental mailing but would like to sign up, please notify Mail Services at [mailservices@admin.nv.gov](mailto:mailservices@admin.nv.gov).
- C. Interoffice mail services are charged per budget account at the beginning of the fiscal year. Any mailstops added during the fiscal year will be added and charged in the following budget cycle.
- D. Agencies that choose not participate in interoffice mail are welcome to drop off interoffice mail for participating agencies. Additionally, mail going to the USPS and needing postage added can be dropped off to the northern or southern facility to have postage applied and charged back to the proper budget account.
- E. Addressing Interdepartmental Mail
  1. To avoid delays in delivery or potential return of your inter-departmental mail, be sure to address your mail pieces properly by including:

- a. The recipient's agency fully written out (do not use an acronym).
  - b. The destination city (e.g., Carson City, Las Vegas, Reno).
  - c. The recipient's first and last name.
  - d. The sending agency, name of sender, and budget account number.
  - e. Many agencies have Finance, Personnel, Accounting, etc., so please be specific.
  - f. Please limit the use of abbreviations.
  - g. Many agencies have northern and southern offices, please be specific to the location you are mailing to (CC for Carson City, LV for Las Vegas, and Reno).
2. Interdepartmental mailing is not available in rural areas such as Elko, Ely, Fallon, Lovelock, etc. If your office is in a rural area, mail needs to be sent via USPS. A list of participating agencies, their addresses, and budget account numbers (BA#) can be provided by Mail Services upon request.
  3. Interdepartmental correspondence should be placed in reusable envelopes. The previous address should be marked out when the new address is applied.
  4. If using a different envelope than a reusable envelope, please follow the same addressing instructions above, but make sure to indicate that it is "interdepartmental."
  5. Packages weighing over 25 pounds will be sent via FedEx ground.
  6. High-value and breakable items such as computers, laptops, and monitors are not recommended for interdepartmental mailing and should be sent via FedEx Ground with proper insurance.
  7. The Mail Services Division will not be held liable for any damaged items in interdepartmental transit.
  8. Each agency must have incoming and outgoing mail baskets.
  9. Inter-departmental and outgoing mail should be separated and labeled to facilitate pickups and deliveries. Further information regarding inter-departmental mail service, or any of the other types of services offered by Mail Services Division, can be obtained by calling the Mail Services Division, at 775-684-1860 in Carson City, or 702-486-2485 in Las Vegas or emailing them at [mailservices@admin.nv.gov](mailto:mailservices@admin.nv.gov).

**Revised Policy:**

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  - e. Many agencies have Finance, Personnel, Accounting, etc., so please be specific.
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**Final Policy:**

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**Current Policy:**

## **2622 Stale Claims**

- A. **Stale claim** is defined in [NRS 353.097\(1\)](#).
- B. Pursuant to statute, the BOE may authorize its Clerk (the Director of the Governor's Finance Office), or a person designated by the Clerk, to approve stale claims on behalf of the BOE. The BOE has authorized the Clerk to approve stale claims. The Clerk may request approval from the BOE for exceptional transactions. Pursuant to statute, agencies may pay from the appropriate budget account in the current fiscal year (i.e., the budget account from which the claim would have been paid had it been received prior to the close of the fiscal year), if funding is available, a stale claim of the State agency which is:
  1. Less than \$100; or
  2. For medical expenses pursuant to a claim from a third-party administrator; or
  3. For payroll expenses.
- C. All other stale claims must be submitted to the Budget Division for approval.
- D. When submitting a stale claim, the agency must specify whether the stale claim will be paid from agency resources or from the Stale Claims Account established pursuant to NRS 353.097(2). In some cases, partial payment may be made from the Stale Claims Account and partial payment from the current year funds of the budget account where the claim was incurred.
- E. Payment of stale claims from the Stale Claims Account for an agency may not exceed the amount reverted by that agency for the fiscal year during which the claims were incurred. If the stale claims of an agency exceed the amount reverted for the fiscal year in which the obligations represented by the stale claims were incurred, the State agency may:
  1. Pay the balance from the appropriate budget account with current year funds; or
  2. If savings cannot be generated to cover the stale claims expenditure within the current fiscal year, request Interim Finance Committee Contingency Account funds or, if the Legislature is in session, a supplemental appropriation.

- F. Stale claims from available federal grants or from a permanent fund other than the State General Fund or the State Highway Fund may be paid from the appropriate budget account with current year funds once approved. For non-General Fund or non-Highway Fund stale claims, the payment from current year funds cannot exceed the amount that was available to pay the claim in the account at the close of the fiscal year in which the obligation was incurred.

**Revised Policy:**

## **2622 Stale Claims**

- A. **Stale claim** is defined in [NRS 353.097\(1\)](#).
- B. Pursuant to statute, the BOE may authorize its Clerk (the Director of the Governor's Finance Office), or a person designated by the Clerk, to approve stale claims on behalf of the BOE. The BOE has authorized the Clerk to approve stale claims. ~~The Clerk may request approval from the BOE for exceptional transactions.~~ Pursuant to statute, agencies may pay from the appropriate budget account in the current fiscal year (i.e., the budget account from which the claim would have been paid had it been received prior to the close of the fiscal year), if funding is available, a stale claim of the State agency which is:
1. Less than \$100; or
  2. For medical expenses pursuant to a claim from a third-party administrator; or
  3. For payroll expenses.
- C. All other stale claims must be submitted to the Budget Division for approval.
- D. When submitting a stale claim, the agency must specify whether the stale claim will be paid from agency resources or from the Stale Claims Account established pursuant to NRS 353.097(2). In some cases, partial payment may be made from the Stale Claims Account and partial payment from the current year funds of the budget account where the claim was incurred.
- E. Payment of stale claims from the Stale Claims Account for an agency may not exceed the amount reverted by that agency for the fiscal year during which the claims were incurred. If the stale claims of an agency exceed the amount reverted for the fiscal year in which the obligations represented by the stale claims were incurred, the State agency may:
1. Pay the balance from the appropriate budget account with current year funds; or
  2. If savings cannot be generated to cover the stale claims expenditure within the current fiscal year, request Interim Finance Committee Contingency Account funds or, if the Legislature is in session, a supplemental appropriation.
- F. Stale claims from available federal grants or from a permanent fund other than the State General Fund or the State Highway Fund may be paid from the appropriate budget account with current year funds once approved. For non-General Fund or non-Highway Fund stale claims, the payment from current year funds cannot exceed the amount that was available to pay the claim in the account at the close of the fiscal year in which the obligation was incurred.



**Final Policy:**

## **2622 Stale Claims**

- A. **Stale claim** is defined in [NRS 353.097\(1\)](#).
- B. Pursuant to statute, the BOE may authorize its Clerk (the Director of the Governor's Finance Office), or a person designated by the Clerk, to approve stale claims on behalf of the BOE. The BOE has authorized the Clerk to approve stale claims. Pursuant to statute, agencies may pay from the appropriate budget account in the current fiscal year (i.e., the budget account from which the claim would have been paid had it been received prior to the close of the fiscal year), if funding is available, a stale claim of the State agency which is:
1. Less than \$100; or
  2. For medical expenses pursuant to a claim from a third-party administrator; or
  3. For payroll expenses.
- C. All other stale claims must be submitted to the Budget Division for approval.
- D. When submitting a stale claim, the agency must specify whether the stale claim will be paid from agency resources or from the Stale Claims Account established pursuant to NRS 353.097(2). In some cases, partial payment may be made from the Stale Claims Account and partial payment from the current year funds of the budget account where the claim was incurred.
- E. Payment of stale claims from the Stale Claims Account for an agency may not exceed the amount reverted by that agency for the fiscal year during which the claims were incurred. If the stale claims of an agency exceed the amount reverted for the fiscal year in which the obligations represented by the stale claims were incurred, the State agency may:
1. Pay the balance from the appropriate budget account with current year funds; or
  2. If savings cannot be generated to cover the stale claims expenditure within the current fiscal year, request Interim Finance Committee Contingency Account funds or, if the Legislature is in session, a supplemental appropriation.
- F. Stale claims from available federal grants or from a permanent fund other than the State General Fund or the State Highway Fund may be paid from the appropriate budget account with current year funds once approved. For non-General Fund or non-Highway Fund stale claims, the payment from current year funds cannot exceed the amount that was available to pay the claim in the account at the close of the fiscal year in which the obligation was incurred.