

POST

*** NOTICE OF PUBLIC MEETING ***

BOARD OF EXAMINERS

LOCATION: Capitol Building
The Guinn Room
101 N. Carson Street
Carson City, Nevada 89701

VIDEOCONFERENCE: Grant Sawyer State Office Building
555 E. Washington Avenue, Ste. 5100
Las Vegas, Nevada 89101

DATE AND TIME: February 4, 2014 at 10:00 am

Below is an agenda of all items to be considered. **Action will be taken on items preceded by an asterisk (*)**. Items on the agenda may be taken out of the order presented, items may be combined for consideration by the public body, and items may be pulled or removed from the agenda at any time at the discretion of the Chairperson.

PENDING SAM CHANGES

FOR POSSIBLE ACTION – SAM CHANGES

The Board of Examiners approves additions and revisions to the State Administrative Manual (SAM). Interested parties that wish to provide written comment to BOE for consideration of the proposed action must submit them by mail to:

209 E Musser St
Room 200
Carson City, NV 89701

or online through <http://budget.nv.gov/Feedback/> no later than 5 working days before the proposed meeting at which the BOE will consider the approval.

A. Department of Administration – Division of Internal Audits – 0220 Filing Travel Claims

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 081

Department: Administration

Division (if applicable): Internal Audits

Appointing authority: Steve Weinberger

Agency contact: Steve Weinberger, 687-0130, sweinberger@admin.nv.gov

Proposed BOE date: 2/04/14

1. Reason/purpose for requested change:

To establish policy which prohibits employees from including travel expenses associated with other employees on their travel claim, even if they paid for the other employee's expenses. This helps mitigate the risk of both employees being reimbursed in the event they both submit travel claims. Additionally, reduces the risk of reimbursement for fraudulent claims for meals (which do not require receipts) included on the form.

2. Existing and recommended language in SAM (*bold italics* is new language being proposed and ~~strikethrough~~ is deleted language being proposed).

0220 Filing Travel Claims

All claims for travel reimbursement to an individual should be filed on a TE "Travel Expense Reimbursement Claim" form. *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 relevant areas of the TE form must be completed including the start and end times, destination, purpose of trip, and original signatures. The claimant should sign attesting to the accuracy of the claim. A supervisor, manager, or designee must sign the TE form approving the appropriateness of the travel. Travel claims should be submitted within one month of completion of travel unless prohibited by exceptional circumstance. An employee cannot sign as the authorizing signature any travel voucher made out in his own name unless he is the head of the agency. TE's must be retained by the travelers' agency if electronic or facsimile copies are used for payment purposes pursuant to SAM 2616.

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

The recommended change will provide for better accountability and control and relieve agencies from having to compare all travel claims for each trip to ensure that double reimbursements do not occur.

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

No.

5. Proposed effective date:

Upon approval

Notice of this meeting was posted in the following locations:

Blasdel Building, 209 E. Musser St., Carson City, NV

Capitol Building, 101 N. Carson St., Carson City, NV

Legislative Building, 401 N. Carson St., Carson City, NV

Nevada State Library and Archives, 100 Stewart Street, Carson City, NV

Notice of this meeting was emailed for posting to the following location:

Capitol Police, Grant Sawyer State Office Building, 555 E. Washington Ave, Las Vegas, NV

Brad Carson bcarson@dps.state.nv.us

Notice of this meeting was posted on the following website:

<http://budget.nv.gov/Meetings>

Any questions regarding the agenda or supporting material for the meeting please contact Director Mohlenkamp at (775) 684-0222 or you can email us at budget@admin.nv.gov. We are pleased to make reasonable accommodations for members of the public who are disabled and would like to attend the meeting. If special arrangements for the meeting are required, please notify the Department of Administration at least one working day before the meeting at (775) 684-0222 or you can fax your request to (775) 684-0260.