

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: September 9, 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 BOE AGENDA ITEM

1. PUBLIC COMMENTS

***2. 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. Board of Examiners – 0104 – Agency Attendance and Notification

Agency Code: 080

Department: 08

Division (if applicable):

Appointing authority: Board of Examiners

Agency contact (name, phone and e-mail): Katrina Nielsen

Budget Division Analyst (name, phone and e-mail): Susan Brown, 684-0217,

SusanBrown@admin.nv.gov

Proposed BOE date: September 9, 2014

Proposed effective date: Upon approval

1. Reason/purpose for requested change:

Clarify when agency BOE attendance is necessary.

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

Agencies will be able to differentiate between agenda items requiring attendance and agenda items in which attendance is optional.

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

No.

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**):

0104 Agency Attendance and Notification

BOE agenda action items preceded with an asterisk require mandatory attendance by appropriate agency staff to present their items with the exception of leases, contracts, and master service agreements, which may be pulled on a case by case basis.

Any Board member who wishes to pull an agenda item for discussion, particularly items generally taken on a consent basis such as leases, contracts, and master service agreements, shall notify the Clerk of the Board prior to the BOE meeting of the items he/she wishes to be pulled for discussion. The Clerk of the BOE or his *or her* designee shall notify the appropriate agency of any agenda item(s) that has been identified by a member of the Board as an item for discussion. Any agency with an item pulled for discussion should have the appropriate staff member(s) present at the BOE meeting to respond to Board Members' questions. ~~If an agency is not contacted by the Clerk or his designee, the agency is not required to attend the BOE meeting.~~

The agency is not required to attend the BOE meeting if an agency's only agenda items are leases, contracts, master-service agreements, or information items and they are not contacted by the Clerk of the Board or his or her designee regarding additional item(s) identified for discussion.

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

B. Department of Administration – Budget Division – 0212 and 0214 – Travel Status – In-State and Out-of-State

Agency Code: 080

Department: Department of Administration

Division (if applicable): Budget Division

Appointing authority: Julia Teska, Director

Agency contact (name, phone and e-mail): Lesley Henrie, 775-684-0225, lhenrie@admin.nv.gov

Budget Division Analyst (name, phone and e-mail): Eric King, 775-684-0205, eking@admin.nv.gov

Proposed BOE date: September 9, 2014

Proposed effective date: Retroactive to June 1, 2014

1. Reason/purpose for requested change:

On rare occasions, employees are required as part of their job duties to stay in lodging that exceeds 150% of the standard CONUS federal per diem rate. As sections 0212 Travel Status – In-State and 0214 Travel Status – Out-of-State are currently written, there is no method to reimburse these employees the difference between the per diem rate and the additional amount when these exceptional circumstances occur.

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

By adding an option for the Budget Director approval, it will ensure employees are reimbursed at the appropriate rate on rare occasions when they are required as part of their job duties to stay in lodging that exceeds the 150% of the standard CONUS federal per diem rate. Further, it will ensure employees do not incur out-of-pocket expenses when it is part of their job duties. By permitting approval at the Budget Director level, it will ensure authorizations are granted under strictly exceptional circumstances only.

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

Yes. It is expected that there will be a nominal increase in the cost of reimbursement for lodging costs over and above the 150% of the standard CONUS federal per diem rate. However, since

approval by the Budget Director is reserved only for exceptional circumstances, it is expected that increased costs will be minimal.

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):

BOARD OF EXAMINERS APPROVAL DATE: _____

0212 Travel Status - In-State

People in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administration (GSA) for the State of Nevada. Maximum per diem reimbursement rates for Nevada's lodging, meals and incidental expenses are established by city/county and vary by season. Receipts 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 you elect to stay at a hotel that costs \$100 per night, you 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. Receipts are not required for the M&IE allowance. Pursuant to SAM 0206 the hours and conditions to which employees are allowed to claim meals should be included within each agency's travel policy. State employees are directed to the GSA's website <http://gsa.gov> and the link "Per Diem Rates" for the most current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees are to deduct meals furnished to them during a conference or meeting from their reimbursement request in accordance with the rates within the GSA breakdown for the breakfast, lunch and dinner components. The M&IE rates vary by season, for guidance on deducting these amounts employees should refer to the "Meals and Incidental Expense Breakdown" link on the GSA website.

1. Upon approval of the agency head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:
 - a. Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
 - b. 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.

If the condition(s) above exist, agencies may apply the following rules to the rate of reimbursement for in-state travel:

- c. 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites.
 - d. As otherwise approved by Budget Director.*
2. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, shuttle, etc.). Receipts are required.
 3. Other miscellaneous reimbursable business related expenses are: use of Internet services, computers, printers, faxing machines, and scanners; conference room rentals, official telephone calls/service. Receipts are required.
 4. Employees will be reimbursed for laundry cleaning/pressing services if the employee's official business related hotel stay is four consecutive nights or longer. Receipts are required.
 5. An employee using his own personal vehicle for the State's convenience will be reimbursed at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Department of Administration, Budget Division shall issue an All-Agency Memorandum periodically reflecting the current rate in effect at that time.
 6. An employee using his own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.
 7. An employee using his own personal vehicle will be compensated for any miles driven in excess of their normal commute. An employee's normal commute is the roundtrip mileage between the employee's residence and their official duty station.

0214 Travel Status - Out-of-State

People in travel status shall receive reimbursement at a rate comparable to the rates established by the US General Services Administration (GSA) for their primary destination. Maximum per diem reimbursement rates for lodging, meals and incidental expenses are established by the city/county and vary by season. Receipts 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 you elect to stay at a hotel that costs \$100 per night, you 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 to which employees are allowed to claim meals should be included within each agency's travel policy. State employees are directed to the GSA's website <http://gsa.gov> and the link "Per Diem Rates" for the most current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees are to deduct meals furnished to them during a conference or meeting from their reimbursement request in accordance with the rates within the GSA breakdown for the breakfast, lunch and dinner components. The M&IE rates vary by season, for guidance on deducting these amounts employees should refer to the "Meals and Incidental Expense Breakdown" link on the GSA website.

1. Upon approval of the agency head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:
 - a. Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
 - b. 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.

If the condition(s) above exist, agencies may apply the following rules to the rate of reimbursement for out-of-state travel:

- c. 175% of the federal per diem rate for surveyed out-of-state sites or;
 - d. 300% of the standard CONUS federal per diem rate for non- surveyed out-of-state sites.
 - e. As otherwise approved by Budget Director.*
2. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees for private automobiles and commercial transportation costs (i.e., taxi, shuttle, etc.). Receipts are required.
3. Other miscellaneous reimbursable business related expenses are: use of Internet services, computers, printers, faxing machines, and scanners, conference room rentals, official telephone calls/service. Receipts are required.
4. Employees will be reimbursed for laundry cleaning/pressing services if the employee's official business related hotel stay is four consecutive nights or longer. Receipts are required.
5. The Board of Examiners has approved a meal rate for employees traveling outside the United States, commensurate with the U.S. Department of State's meal allowances for foreign cities as listed in the U.S. Department of State's 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's website.
6. An employee using his own personal vehicle for the State's convenience will be reimbursed at the standard mileage reimbursement rate for which a deduction is allowed for travel for federal income tax. The Department of Administration, Budget Division shall issue an All-Agency Memorandum periodically reflecting the current rate in effect at that time.
7. An employee using his own personal vehicle for the employee's convenience will be reimbursed at one-half the standard mileage reimbursement rate.
8. An employee using his own personal vehicle will be compensated for any miles driven in excess of their normal commute. An employee's normal commute is the roundtrip mileage between the employer's residence and their official duty station.

3. BOARD MEMBERS' COMMENTS/PUBLIC COMMENTS

***4. FOR POSSIBLE ACTION - ADJOURNMENT**

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 websites:

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

<https://notice.nv.gov/>

Any questions regarding the agenda or supporting material for the meeting please contact Director Teska 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.