

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: Craig Stevenson, 775-687-0140, c.stevenson@finance.nv.gov

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

Proposed BOE date: September 9, 2025

Proposed effective date: Upon BOE approval.

1. Reason/purpose for requested change:

Administrative Oversight and Documentation

- Receipts from short-term rental platforms do not contain the itemized cost breakdown needed for audit and reimbursement and there is no mechanism to split receipts when employees share a rental home.
- Dispute resolution with short-term rental hosts is typically informal and can delay or complicate travel expense claims.

Security and Privacy Concerns

- Short-term rentals may not have the same security controls as hotels (e.g., 24-hour front desk, secure key systems), creating safety concerns for employees traveling on State business.

Risk Management and Liability

- Short-term rentals are not required to consistently meet the health, safety, and accessibility standards required of licensed hotels or motels.
- Unlike regulated commercial lodging, short-term rentals may lack appropriate fire safety systems, ADA compliance, or insurance coverage, increasing liability for the State.
- Property owners on these platforms may not carry commercial liability insurance, potentially leaving the State vulnerable in the event of injury, theft, or damage.

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

The changes will reduce risk and liability to the State.

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).

The change requested is attached.

Appointing Authority: 

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

Current 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.

Revised 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.
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- 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.
- F. *The use of short-term home rental services such as Airbnb, Vrbo, or similar platforms is prohibited for official state travel.*

Final Policy:

0204 Board of Examiners Travel Policy

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