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**MEMORANDUM**

DATE: 10/27/2025

TO: All ASD Functional Areas

FROM: Holly Luna, ASD Administrator

SUBJECT: Clarification of Travel Reimbursement Policy – First and Last Day Meals & Incidentals

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**Purpose**

The purpose of this memorandum is to clarify current State of Nevada travel reimbursement policy concerning the application of meal and incidental expense (M&IE) rates on the first and last day of official travel. This clarification ensures that the Administrative Services Division (ASD) maintains consistent and compliant application of the current State Administrative Manual (SAM) and reflects procedural and policy updates incorporated since the October 2, 2024 edition.

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**Summary**

Effective immediately, ASD and its client agencies must:

- Reimburse full M&IE for first and last travel days;
- Apply a different rate only if an agency-specific Board of Examiners' (BOE) -approved travel policy authorizes it; and
- Update all ASD internal travel reimbursement instructions accordingly.

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**Background**

ASD has identified that some travel reimbursements are still being processed under outdated guidance requiring application of 75 percent of the M&IE rate on the first and last day of travel.

For historical context:

- The October 2, 2024 edition of the SAM required compliance with the federal General Services Administration (GSA) limitation through an ASD Administrator memorandum, instructing that the first and last calendar days of travel be reimbursed at 75 percent of the M&IE rate.
- This restriction was removed in the May 13, 2025 SAM revision.
- The current SAM (October 14, 2025 edition) contains no reference to any 75 percent limitation for first or last day travel.

While federal travel regulations (41 CFR § 301-11.101) continue to limit M&IE reimbursement to 75 percent

for the first and last travel days, SAM does not incorporate that federal provision by default. Accordingly, unless an agency has explicitly adopted that restriction through a BOE-approved travel policy, the federal limitation does not apply to Department of Administration or client agencies using State-approved travel procedures.

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### **Policy Clarification**

Effective immediately, the following applies to all travel reimbursements processed by ASD for the Department of Administration and its client agencies:

1. **Full M&IE Rate Authorized**

Travelers are entitled to reimbursement of the full M&IE rate on both the first and last day of travel, consistent with the current SAM, unless an agency has a BOE-approved policy stating otherwise.

2. **Agency-Specific Policies**

Client agencies that have adopted a BOE-approved travel policy may continue to apply alternative reimbursement rates (including a 75 percent limitation) if that policy is explicitly documented and BOE-approved.

3. **Documentation and Compliance**

- ASD will no longer automatically apply a 75 percent rate reduction for first and last day of travel.
- ASD staff must verify whether the client agency maintains an approved alternative policy before applying any restriction.
- All ASD internal guidance/procedures should be reviewed and updated to reflect this clarification.

4. **Reference Materials**

- **GSA Federal Travel Regulation (FTR):** 41 CFR § 301-11.101; <https://www.gsa.gov/travel>
- **Nevada State Administrative Manual (SAM):** Current version dated October 14, 2025, Travel Section — <https://budget.nv.gov/governance/sam>

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### **Implementation**

This clarification is effective for all travel occurring on or after July 1, 2025, aligning with the start of the current fiscal year. Travel claims submitted for travel on or after that date must be reviewed to ensure reimbursement consistent with this clarification. ASD will issue adjustments as necessary after coordination with the impacted agency through the assigned budget analyst.