



DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Room 200

Carson City, Nevada 89701-4298

(775) 684-0222

Fax (775) 684-0260

<http://www.budget.state.nv.us/>

ALL AGENCY MEMORANDUM #2007-35

December 17, 2007

TO: All Agencies

FROM: Andrew K. Clinger, Director

SUBJECT: State Administrative Manual (SAM) Revision
50 Mile Minimum for Per Diem Eligibility

In an effort to achieve consistent employee reimbursement policies statewide, the Board of Examiners' approved a revision to the SAM, Chapter 200 Travel, which requires employees to travel at least 50 miles from their designated workstation prior to being eligible for reimbursement of per diem expenses. Please refer to the SAM Chapter 200, 0212.0 Travel Status - In-State and 0214.0 Travel Status - Out of State for an outline of reimbursable expenses.

This memorandum, and all other All Agency Memorandums issued by the Director of the Department of Administration, is posted on the Budget and Planning Division's website at <http://budget.state.nv.us/> under the memos link.

A handwritten signature in black ink, appearing to read "A. K. Clinger", written over a horizontal line.

Andrew K. Clinger, Director