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MEMORANDUM

December 20, 2024

To: All State Agencies
From: Nevada State Purchasing Division, Department of Administration
Subject: Travel between Las Vegas and Reno

Nevada State Purchasing is pleased to announce an agreement with Southwest Airlines to provide flexible and consistently priced airfare during the upcoming Legislative travel season. Starting now and running through June 30, 2025, Southwest Airlines will offer State of Nevada program participants a negotiated Anytime fare rate, maximum of \$225 each way, between Harry Reid International Airport (LAS) and Reno-Tahoe International Airport (RNO) (LAS–RNO, RNO–LAS), when booked through [SWABIZ](#). As an Anytime fare, bookings are fully refundable to the original form of payment (if cancelled 10 minutes before departure), includes EarlyBird Check-In, and includes free same day confirmed change (if available), among other attributes.

Executive Branch agencies must comply with the [State Administrative Manual \(SAM\)](#), section 0200, travel. In accordance with SAM 0212, *Air transportation between Las Vegas and Reno*, this negotiated Anytime fare is similar to a GSA city pair program fare ([41 CFR 301-10-110](#)) and should be used when traveling between Reno and Las Vegas. When utilizing the \$225 maximum each way (\$450 maximum round trip) Anytime fare, agencies are encouraged to minimize documentation required to support travel authorization estimates pursuant to SAM 0206, *Agency procedures regarding travel*.

The Anytime fare helps ensure participant travel not taken (and properly cancelled) is refunded to the point of purchase—paying for cancelled travel and unused flight credit funds can be a hidden cost to agency budgets when most employees travel once a year or less. For travelers who have last minute changes, especially during the legislative session, the free same day confirmed change will create cost savings and predictability while providing scheduling flexibility.

State Purchasing and Southwest Airlines continue to work on unused funds management. Travel managers should keep an eye on their inbox for a webinar series in early 2025. Please reach out to State Purchasing with questions at PurchasingTravelDesk@admin.nv.gov.

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