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MEMORANDUM

March 31, 2026

TO: All State Agencies, NSHE, and LCB
FROM: William Taylor, Administrator
SUBJECT: Changes to Statewide Air Travel Rates and Booking Guidance effective April 1, 2026

To expand flexibility to those who travel on behalf of State of Nevada with adherence to the State Administrative Manual (SAM), the max rate RNO – LAS/LAS-RNO Choice Preferred Fare will be discontinued effective **April 1, 2026**; at which time, the state will receive a discounted airfare rate structure across most itineraries and fare classes.

The Department of Administration’s State Purchasing Division, in partnership with Southwest Airlines, will continue to monitor benchmark targets related to the discounted rate structure, ensuring that the state continues to receive the best possible rates.

A chart with the Discount Tiers and Fare Mix Schedules is available on the Purchasing website: [Southwest Contract Amendment 4](#) (Pages 3-4). When the Discount Tier is being applied, you can see “Promo code applied” in the green bar across the top of the SWABIZ website flight selection page. The Discount Tier is determined by the Fare Mix schedule for the entire state, not by department or division. The correct fare based on the tiered discounts and pricing will always be what you see on the SWABIZ website when creating airline reservations.

Compliance:

- Executive Branch agencies must comply with the State Administrative Manual (SAM0200), as well as internal agency procedures developed in accordance with SAM.

Booking Guidance: VERY IMPORTANT

- Please prioritize and book travel as far in advance as possible. Per SAM0204(E) Advanced planning for travel will allow for the purchase of airline tickets at discounted rates.
- Whenever possible, agencies traveling between Reno and Las Vegas are to utilize statewide contracts for air travel as listed on the State Purchasing website. (SAM0212)
- Please be aware that the Basic Fare class is highly restrictive and does not include seat selection. The

Choice Fare class includes seat selection, full flight credit transferability, and a 12-month expiration period from date of purchase. The Choice Preferred Fare remains fully refundable. [Learn more about all the SWA fare types here](#)

- As outlined in SAM0204(A), it is the Board of Examiners (BOE) policy that travel should be by the least expensive method available; however, several factors must be considered when determining overall cost effectiveness. These may include travel time, salary of employee, availability of agency or Fleet Service Division vehicles, cost of transportation, and other elements that contribute to the “Totality of Travel”.

For additional information, please visit the contract webpage at [Airline Travel](#), or contact the State Purchasing Travel Desk at PurchasingTravelDesk@admin.nv.gov.