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**MEMORANDUM**

May 15, 2025

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

Effective July 1, 2025, the agreement with Southwest Airlines is being revised to change pricing and will run through December 31, 2025. Southwest Airlines will offer State of Nevada program participants a negotiated **Anytime** fare rate, maximum of \$240 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), 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 section 0212, Air transportation between Las Vegas and Reno, this negotiated **Anytime** fare should be used when traveling between Reno and Las Vegas. When utilizing the \$240 maximum each way (\$480 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 current agreement through Southwest Airlines for the **Anytime** fare at \$220 each way will end on June 30, 2025. Moving forward, agencies should avoid booking any fares via Business Select.

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 and the continuation of this arrangement past the upcoming changes Southwest Airlines is implementing later this month.

After May 28, 2025, Southwest Airlines will be introducing a new economy rate listed as 'Basic Fare'. Booking this fare after May 28 will result in lost fare charges without the ability for the Travel Desk or Southwest Airlines to refund, change names, or transfer the unused fare amount. Agencies should exercise high caution when booking the upcoming 'Basic Fare'

Please reach out to State Purchasing with questions at [PurchasingTravelDesk@admin.nv.gov](mailto:PurchasingTravelDesk@admin.nv.gov).

Purchasing 2025-03

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