

April 5, 2002

## MEMORANDUM

To: All State Agencies, The University and Community College System, The Court System and The Legislative Counsel Bureau

From: William C. Moell, Administrator

Subject: Air Travel (Southwest Reno/Las Vegas)

The State of Nevada contract with Southwest Airlines is an exceedingly good one. Our deeply discounted fare (with full fare flexibility) makes it very desirable and a target for abuse. Southwest Airlines and the State of Nevada have identified two major areas of abuse: State employees using the contract for personal travel and persons not on "official" State of Nevada business misrepresenting their affiliation with the State. **Southwest Airlines has recently stepped up enforcement of compliance issues regarding the State's contract between Reno and Las Vegas.** Two areas of primary concern are as follows:

- **ALL** travel pursuant to this contract **MUST** be booked and paid for under the State's Diners Club program (the only exception involves members of the State Legislature). This is a Southwest Airline's requirement that, to this point, had been somewhat loosely enforced, but no longer. They are rejecting any and all contracted fares booked with any other form of payment. If your agency needs to be set up with a Diners Club account, please contact 1-800-964-9444 x-62576 ask for Elaine or any other Business Service Representative.
- All traveling employees should carry a letter on their agency's letterhead that simply authorizes them as an "official" State traveler. Compliance to the payment issue above should render this unnecessary, however, Southwest continues to randomly request State identification. Since most State agencies do not have an official State ID card and many employees do not have business cards to show with their Drivers License, Southwest has agreed to accept a letter. This letter does not have to be specific to the immediate travel. It can be of a general nature authorizing the employee to travel on behalf of the State. This letter is of particular importance to members of various boards and commissions, who are not State employees, but travel on the State's behalf in their official capacity as a board member.

Your cooperation will insure compliance. Please call Kimberlee Tarter at 684-5462 for further information or questions.

WCM/gms