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Governor

Joy Grimmer
Director

Mandy Hagler
Deputy Director

William Taylor
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division
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MEMORANDUM

January 22, 2026

TO: All State Agencies
FROM: William Taylor, Administrator
SUBJECT: SWABIZ and Travel Between Las Vegas and Reno – Updated Agreement

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Effective immediately, the agreement between Southwest Airlines and the State of Nevada has been extended through December 31, 2026.

The Purchasing Division is pleased to announce that Southwest Airlines will continue providing the State of Nevada with a Max Rate Fare for official state business travel between Harry Reid International Airport (LAS) and Reno-Tahoe International Airport (RNO).

Key Details of the Max Rate Fare:
- **Maximum Rate:** $255 each way (LAS–RNO and RNO–LAS)
- **Fare Type:** Choice Preferred
- **Booking:** Must be booked through SWABIZ
- **Availability:** For purchase and travel on or before December 31, 2026
- **Refundability:** Fully refundable to the original form of payment
- **Flights departing after January 27, 2026**: Includes expanded seat selection, priority boarding, and same day confirmed change at no additional cost

Booking Guidance: – VERY IMPORTANT
- Choice Preferred Max Rate should be used when the fare for Basic and Choice options exceeds $255.
- If your agency is not seeing the $255 Choice Preferred rate, please provide your Corporate ID (CID) to State Purchasing immediately at: PurchasingTravelDesk@admin.nv.gov.
  - Many agencies are unaware of this requirement, and failure to provide the CID may prevent access to the negotiated rate.

Compliance:
- Executive Branch agencies must comply with the State Administrative Manual (SAM), Section 0200, as well as internal agency procedures developed in accordance with SAM.

For questions, please contact the State Purchasing Travel Desk at: PurchasingTravelDesk@admin.nv.gov

PURCH - 2026-01