

Affidavit of Publication

STATE OF NEVADA,
County of Washoe—SS.

.....Betty A. Woodward.....
being duly sworn, deposes and says that he is the
.....Record Clerk.....
of The SPARKS TRIBUNE, a weekly newspaper,
published in Sparks, Washoe County, Nevada; that
he has charge of and knows the advertising ap-
pearing in said newspaper, and the

.....Notice of County Ordinance.....
.....Bill No. 441 - Ord. No. 277.....
.....

.....
.....
.....of which a copy is hereunto attached, was first
published in said newspaper in its issue dated
.....July 31,....., 19675
and was published in each of the following issues
thereafter:

.....the date of the last publication being in the issue
of... August 8,....., 19675
Betty A. Woodward.....

Subscribed and sworn to before me this, the
8th day of August, 19675

[Signature]
Notary Public in and for the County of Washoe,
State of Nevada.

My Commission expires: *Jan 16, 1978*

LUCILLE LEE
Notary Public—State of Nevada
Washoe County
My Commission Expires Jan. 16, 1978

NOTICE OF COUNTY ORDINANCE

Notice is hereby given that Bill No. 441, Ordinance No. 277, entitled "An Ordinance regulating in-state and out-of-state travel by Washoe County Officers and employees; declaring policy of the Board of County Commissioners; requiring prior approval of travel on County business; allowing reimbursement for travel expenses; establishing a travel revolving fund; establishing amounts to be reimbursed; providing for supplemental departmental travel regulations; providing for reimbursement for meals purchased for patients, wards, prisoners or inmates; providing for reimbursement for moving expenses in certain cases; rescinding that certain unen-titled resolution adopted by the Board of County Commissioners on June 7, 1971, regulating travel for County employees; rescinding a resolution creating the County travel revolving fund adopted by the Board of County Commissioners on June 26, 1972; and providing other matters properly relating thereto," was adopted on July 25, 1975 by Commissioners Scott, Rusk, Crow, Nelson and Gaunt, all voting aye.

Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.

[Signature]
ALEX COON, County Clerk

No. 385259
Printed 7-21, 1975

75-1489

SUMMARY: Amends Washoe County Ordinance No. 232 to provide for travel expenses to be paid Washoe County officers and employees.

BILL NO. 441

ORDINANCE NO. 277

AN ORDINANCE REGULATING IN-STATE AND OUT-OF-STATE TRAVEL BY WASHOE COUNTY OFFICERS AND EMPLOYEES; DECLARING POLICY OF THE BOARD OF COUNTY COMMISSIONERS; REQUIRING PRIOR APPROVAL OF TRAVEL ON COUNTY BUSINESS; ALLOWING REIMBURSEMENT FOR TRAVEL EXPENSES; ESTABLISHING A TRAVEL REVOLVING FUND; ESTABLISHING AMOUNTS TO BE REIMBURSED; PROVIDING FOR SUPPLEMENTAL DEPARTMENTAL TRAVEL REGULATIONS; PROVIDING FOR REIMBURSEMENT FOR MEALS PURCHASED FOR PATIENTS, WARDS, PRISONERS OR INMATES; PROVIDING FOR REIMBURSEMENT FOR MOVING EXPENSES IN CERTAIN CASES; RESCINDING THAT CERTAIN UNENTITLED RESOLUTION ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS ON JUNE 7, 1971, REGULATING TRAVEL FOR COUNTY EMPLOYEES; RESCINDING A RESOLUTION CREATING THE COUNTY TRAVEL REVOLVING FUND ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS ON JUNE 26, 1972; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

SECTION 1.

Paragraphs A and C of Section 3 of Washoe County Ordinance No. 232 are hereby amended to read as follows:

SECTION 3. Reimbursement of travel expenses.

- A. Except as otherwise provided by law, when any county officer or employee is entitled to receive his expenses in the transaction of public business outside the municipality or other area in which his principal business office is located, such person shall be paid up to \$28 for each 24-hour period during which he is away from such office and within the state, and up to \$15 in addition to a reasonable room rate for each 24-hour period during which he is outside the state.
- C. Any such person may also receive an allowance for transportation pursuant to public business, whether within or without the municipality or other area in which his principal business office is located. Transportation shall be by the most economical means, considering total cost, time spent in transit and the availability of county-owned automobiles. The allowance for travel by private conveyance is 17 cents per mile so traveled, except that if a private conveyance is used for reasons of personal convenience in transaction of county business, the allowance for travel is 10 cents per mile so traveled. Such compensation does not include transportation from home to point of departure by public conveyance. After January 5, 1975, such compensation will not include transportation to and from home and principal business office.

75-1489

SECTION 2.

Paragraph A of Section 10 of Washoe County Ordinance No. 232 is hereby amended to read as follows:

SECTION 10. Travel status, full day.

- A. Persons on travel status for a 24-hour period shall receive \$28 in-state and \$15 and a reasonable room rate outside the state for all expenses incurred for, or incidental to, meals and lodging. County employees shall be selective in choosing a

a motel or hotel. If the purpose for travel indicates the need to stay at a particular hotel, the county will reimburse actual lodging expenses up to \$31. If the purpose for the trip does not require attendance at a particular hotel, the county will reimburse actual lodging expenditures up to \$20 (exceptions may be approved in advance for unusual situations based upon justifications supplied by the department to the County Manager and the Board of County Commissioners).

SECTION 3.

Section 14 of Washoe County Ordinance No. 232 is hereby amended to read as follows:

SECTION 14. Department regulations concerning travel.

Travel regulations presented in detail greater than used in this ordinance are considered to be inappropriate due to the variety of problems faced by different county departments. The Board of County Commissioners, therefore, instructs all departments to review carefully their travel problems and to consider the need for department regulations consistent with the provisions of this ordinance. Only regulations adopting a reimbursement rate of less than \$28 per 24-hour period or reimbursement for special use vehicles require Board of County Commissioners' approval. Departments wishing to adopt regulations providing for reimbursement of less than \$28 for 24-hour periods or reimbursement for special use vehicles shall submit their proposed regulations to the Board of County Commissioners at least 1 month prior to the date the department wishes such regulations to become effective.

SECTION 4.

Section 15 of Washoe County Ordinance No. 232 is hereby amended to read as follows:

SECTION 15. Use of private automobiles.

The reimbursement rate for use of private automobiles is 17 cents per mile, except when a private automobile is for personal convenience; in such instances the allowance is 10 cents per mile.

SECTION 5.

Paragraph A of Section 17 of Washoe County Ordinance No. 232 is hereby amended to read as follows:

SECTION 17. Travel by least expensive method available.

- A. The policy of the Board of County Commissioners is that travel shall be by the least expensive method available when such factors as total travel time, salary of traveler, availability of county cars, and cost of transportation are considered. In evaluating current county vehicle and private vehicle reimbursement rates, it has been determined that it is more economical for department personnel to use their private vehicles at a reimbursement rate of 17 cents per mile on county business up to 75 miles. If a trip is planned that will run over 75 miles, a county vehicle should be utilized. This does not exclude the use of county vehicles for short runs, but instead provides departments with the flexibility of using private vehicles for short runs when it is more practical. If private vehicles are utilized on trips over 75 miles and reimbursement is claimed at 17 cents per mile, justification shall be submitted to the Board of County Commissioners with the claim.

SECTION 6.

Section 19 of Washoe County Ordinance No. 232 is hereby amended

to read as follows:

SECTION 19. Use of private automobiles: Employee's convenience. If an employee is authorized by the department head to use a private automobile, instead of airplane or a county automobile, for the employee's convenience, he shall be reimbursed the round trip air coach fare when available, or first class fare, to the terminal city, or by the least expensive method available, as provided in section 17. If the city is not serviced by an airline, the employee shall be allowed 10 cents per mile. There shall be no reimbursement for meals en route nor for any other assumed expense en route, except that, if the employee is reimbursed at the air fare rate which does not provide meals, he shall be entitled to receive reimbursement for the same meals he would have received had he traveled such air fare. In this event, the employee shall be on annual leave or compensatory time off for the extra time involved in such travel over the time necessary to go by air.

SECTION 7.
Section 20 of Washoe County Ordinance No. 232 is hereby amended to read as follows:

SECTION 20. Use of private automobiles: County's convenience. If an employee is directed by the department head to use a private automobile for the county's convenience, he shall be reimbursed 17 cents per mile and shall be entitled to expense reimbursement as provided in sections 10 and 11.

SECTION 8.
The provisions of this ordinance shall become effective after its passage, approval and publication as prescribed by NRS 244.100.


Proposed on the 15th day of July, 1975.
Proposed by Commissioner Nelson.
Passed on the 25th day of July, 1975.

Vote:

Ayes: Commissioners: Scott, Grow, Rusk, Nelson and Gaunt.
Nays: Commissioners: None
Absent: Commissioners: None



Chairman of the Board

ATTEST


CHIEF DEPUTY

This Ordinance shall be in force and effect from and after the 7th day of August, 1975.