

WASHOE COUNTY
COMMISSIONERS

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Affidavit of Publication

STATE OF NEVADA,
County of Washoe—SS.

Mary Hefling

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. 611, Ordinance No. 440

of which a copy is hereunto attached, was first
published in said newspaper in its issue dated

December 5, 1979

and was published in each of the following issues
thereafter: December 12, 1979

the date of the last publication being in the issue
of December 12, 1979

Mary Hefling

Subscribed and sworn to before me this, the

12th day of December, 1979

Loretta Dickerson
Douglas

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

My Commission expires: October 25, 1980

LORETTA DICKERSON
Notary Public State of Nevada
Douglas County
My Commission Expires Oct. 25, 1980

NOTICE OF COUNTY ORDINANCE
NOTICE IS HEREBY GIVEN that Bill No. 611, Ordinance No. 440, an Ordinance amending Washoe County Ordinance No. 380 entitled "An Ordinance regulating authorization of travel and traveling expenses for 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 allowed in advance for traveling expenses; providing for supplemental departmental travel regulations; providing for reimbursement of expenses incurred in connection with the conduct of County business at business meal meetings; providing for reimbursement for meals purchased for patients, wards, prisoners or inmates; providing for reimbursement for moving expenses in certain cases; rescinding that certain unenacted 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; repealing Ordinance No. 232; and providing other matters properly relating thereto," by providing advance travel funds for emergency travel; creating a County Emergency Travel Fund; deleting certain requirements for travel; increasing certain rates for travel and making other amendments thereto, was adopted on November 28, 1979 by Commissioners Farr, Brown, Stoess, Ferrari and Underwood. Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk, JUDI BAILEY Washoe County Clerk Publish: 12-5, 12, 1979.

79-1852

SUMMARY: Amends Ordinance No. 380 by providing advance travel funds for emergency travel; creating a County Emergency Travel Fund; deleting certain requirements for travel and making other amendments thereto.

BILL NO. 611

ORDINANCE NO. 440

AN ORDINANCE AMENDING "AN ORDINANCE REGULATING AUTHORIZATION OF TRAVEL AND TRAVELING EXPENSES FOR 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 ALLOWED IN ADVANCE FOR TRAVELING EXPENSES; PROVIDING FOR SUPPLEMENTAL DEPARTMENTAL TRAVEL REGULATIONS; PROVIDING FOR REIMBURSEMENT OF EXPENSES INCURRED IN CONNECTION WITH THE CONDUCT OF COUNTY BUSINESS AT BUSINESS MEAL MEETINGS; 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; REPEALING ORDINANCE NO. 232; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO," BY PROVIDING ADVANCE TRAVEL FUNDS FOR EMERGENCY TRAVEL; CREATING A COUNTY EMERGENCY TRAVEL FUND; DELETING CERTAIN REQUIREMENTS FOR TRAVEL; INCREASING CERTAIN RATES FOR TRAVEL AND MAKING OTHER AMENDMENTS THERETO.

THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY DO ORDAIN:

SECTION 1. Policy of the Board of County Commissioners.

- A. It is the policy of the Board of County Commissioners that travel be kept to an absolute minimum consistent with the efficient conduct of County business. It is the department head's responsibility to assure the appropriateness of a seminar, conference or other meeting and to determine if more than one individual should attend.

SECTION 2. Requests for Permission to Travel; Emergency Travel.

- A. 1. In accordance with NRS 245.360, any County officer or employee requesting advance money for travel expenses or subsistence allowances shall submit such a request in writing to the Board of County Commissioners.
2. Any County officer or employee requesting advance money only for registration costs may submit such a request in writing directly to the County Treasurer.
- B. 1. All travel requests not requiring advance money or travel requests requesting advance registration costs only shall be approved for processing by the appropriate appointed or elected department head. Travel requests of appointed department heads shall be approved by the County Manager or Assistant County Manager.

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2. Any travel request which would overdraw a department's travel budget must be approved by the Board of County Commissioners whether or not it involves advance money.
- C.
1. Requests for advance travel money need not be presented as provided in Section 2.A.1 in cases of emergency. As used in this ordinance, an emergency means an unforeseen circumstance which requires immediate action and includes, but is not limited to: extraditions, criminal investigations or a circumstance which would result in any impairment of the health, safety or welfare of the general public. In cases of emergency, the officer or employee shall submit a request to the County Manager who shall approve or deny the request. Notwithstanding the above, the travel advance is subject to subsequent affirmation or denial on a finding of good cause by the Board of County Commissioners.
 2. There is hereby established a County Emergency Travel Fund and all emergency travel advances approved by the County Manager in accordance with this subsection shall be drawn from such fund.

SECTION 3. Reimbursement of Travel Expenses.

- A. Except as otherwise provided by law, when any County officer or employee is entitled to receive expenses in the transaction of public business outside the municipality or other area in which the person's principal business office is located, such person shall be paid necessary travel expenses, including actual living expenses, if substantiated in the manner provided by this ordinance.
- B. Travel Expenses.
1. Each County officer or employee who is authorized to travel in accordance with the provisions of this ordinance may receive an allowance based on an application for advance travel funds and/or reimbursement for transportation expenses incurred while traveling in connection with the public business of the County.
 2. Transportation expenses shall be incurred at the least possible cost to the County, considering total cost of transportation, time spent in transit, and the availability of County-owned automobiles.
 3. When utilizing air transportation, travel shall be arranged at coach airfare, unless said service is unavailable. Persons utilizing air transportation shall not be reimbursed for meals served in flight or included in the cost of airfare.
 4. If travel by County-owned automobile or public conveyance is not the most economical means of transportation or is otherwise impractical, use of a private conveyance may be permitted, and the allowance for travel by such private conveyance shall be \$.19 per mile traveled.

5. If a private conveyance is used for reasons of personal convenience in the transaction of County business and is not the most economical or practical means of transportation, the allowance for travel shall be \$.10 per mile traveled. Payment of any amount for this mode of transportation shall be contingent on compliance with Section 17 of this ordinance.
 6. Compensation provided in accordance with this subsection does not include transportation from home to point of departure by public conveyance, and no compensation shall be allowed for transportation to and from home and the principal business office.
 7. All other travel expenses, such as convention registration fees (including supplies and other such materials required for attendance at the convention or conference), taxis, airporter or limousine fares, parking or vehicle storage fees, or any other office expenses not a part of food and lodging will be paid in addition to the transportation expenses noted in this section. Receipts should be obtained wherever feasible, and all receipts and actual travel expenses should be itemized on a separate sheet attached to the travel per diem claim form, together with an explanation for any unusual expenditures. In computing the cost of public conveyance, the total cost to and from the point of departure of the public conveyance and to and from the point of destination is included.
- C. 1. In addition to the travel expenses noted in the preceding subsection, any County officer or employee shall be paid living expenses while on authorized travel status from the point of departure to the point of return or whenever travel status is terminated, whichever occurs first. Said living expenses shall include the following:
- (a) Meals and tips required in conjunction with attending meetings or conducting business for which travel is authorized. For purposes of this section, meals will be reimbursed, individually, not to exceed \$4.00 for breakfast, \$6.00 for lunch and \$12.00 for dinner. When travel status is for a period in excess of 24 hours, reimbursement for meals shall not exceed \$22.00 per 24-hour period. Reimbursement shall not be made without receipts, if feasible, or without a complete itemization of actual expenses incurred for meals and tips. Tips shall not exceed 15% of the total price of the meal.
 - (b) Each County officer or employee shall be selective and prudent in choosing lodging. No reimbursement for lodging shall be made without receipts.
 - (c) No lodging expenses for a County officer's or employee's spouse shall be reimbursable.

- (d) Miscellaneous expenses necessary to the conduct of business for which travel is authorized, including without limitation, business telephone calls, local fees and charges, and other expenses not included for the personal enjoyment or convenience only of the officer or employee.
- (e) Toll calls charged to an approved telephone credit card or charges reversed to the telephone of the appropriate County office.

- 2. Receipts shall be required on reimbursements for all living expenses (meals and lodging), and in the event it is not feasible to obtain receipts for meals and miscellaneous expenses, a complete itemization of all such costs shall be made on a separate sheet attached to the reimbursement claim form. When registration fees provide for meals, employees shall not request double reimbursement for the cost of meals included in the registration fees.

SECTION 4. Filing Requests for Permission to Travel; Requests for Advance Travel Funds; Travel Claims.

- A. All requests for permission to travel, requests for advance travel funds, and claims for travel reimbursement to an individual shall be filed on such forms as may be required by the County Manager.
- B. The claimant for travel reimbursement shall attest to the accuracy of the claim by signing the face of the form.

SECTION 5. County Travel Revolving Fund: Creation; Purpose; Duties of County Treasurer.

- A. Pursuant to authority contained in NRS 245.350, there is hereby created the County Travel Revolving Fund in an amount not to exceed \$2,500, as determined by the County Treasurer.
- B. The County Treasurer shall deposit the money in the County Travel Revolving Fund in a bank qualified to receive deposits of public funds under the provisions of Chapter 356 of NRS.
- C. Notwithstanding the provisions of any other laws, the County Treasurer or deputy shall sign all checks and warrants drawn upon the County Travel Revolving Fund.

SECTION 6. Applications by County Officers, Employees for Advance Funds; Approval by County Commissioners; Issuance of Checks, Warrants.

- A. If the Board of County Commissioners approves the application for advance travel money it shall be forwarded, together with evidence of approval, to the County Treasurer.
- B. Upon receiving appropriate approval for travel advances the County Treasurer or deputy may issue a check or a warrant drawn upon the County Travel Revolving Fund for

the amount of the advance requested made payable to the order of the County officer or employee authorized to travel or a representative of same.

- C. No request for advance travel monies shall be made in the amount less than \$40.00.

SECTION 7. A Travel Advance Shall Constitute a Lien on Accrued Wages of Officer or Employee.

An advance travel fund request approved by the County Treasurer in accordance with this ordinance shall constitute a lien in favor of the County upon the accrued wages of the requesting officer or employee in an amount equal to the sum advanced, but the County Treasurer may advance more than the amount of accrued wages of the officer or employee.

SECTION 8. Repayment of County Travel Revolving Fund; Traveling Expenses in Excess of Amount Paid to Officer, Employee.

- A. Upon the return of the officer or employee to his or her principal office or upon the termination of any authorized travel status, whichever occurs first, the officer or employee shall be entitled to receive any authorized travel expenses and actual living expenses incurred in excess of the amount advanced in accordance with Section 6 of this ordinance, and a sum equal to the travel advance shall be paid into the County Travel Revolving Fund.
- B. Such reimbursement to the County Travel Revolving Fund shall take place upon the filing of a travel per diem claim with the County Comptroller. Such claim to be filed in a timely manner, not to exceed three weeks after termination of travel status.

SECTION 9. Payment of Travel Claims Presumed Full Compensation.

Any travel claim filed and paid in accordance with this ordinance shall be considered full compensation for all travel and living expenses, including meals and lodging, tips, and minor miscellaneous expenses, such as local telephone calls from pay booths or hotel rooms and any other expenses authorized in accordance with the provisions of this ordinance.

SECTION 10. Per Diem Allowances for Travel Advances.

- A. Travel Status of 24 Hours or More; Living Expenses.
For the purpose of determining the amount of a travel advance requested by any County officer or employee in accordance with this ordinance, any person requesting travel status for a twenty-four (24) hour period or more, shall receive \$40.00 per day in-state or \$17.00 in addition to a reasonable room rate per day out-of-state for anticipated living expenses to be incurred for, or incidental to, the authorized travel. Upon receipt of written justification, the County Commissioners may authorize a travel advance in excess of the per diem rates noted in this section.
- B. Travel Status of Less Than 24 Hours; Living Expenses.
For the purpose of determining the amount of a travel advance requested by any County officer or employee in

accordance with this ordinance, any person on travel status for less than twenty-two (22) hours during a twenty-four (24) hour period (beginning and ending day of trips and on single day trips) shall receive \$4.00 for breakfast, \$6.00 for lunch, \$12.00 for dinner, and any other estimated living expenses incidental to such travel.

- C. Travel Expenses.
For the purpose of determining the amount of travel advance requested by any County officer or employee for travel expenses in accordance with this ordinance, a person approved for travel status shall receive the total estimated cost of travel expenses as provided in this ordinance.

SECTION 11. Business Meals.

- A. Any County officer or employee who attends a business meal meeting as a representative of Washoe County, in furtherance of Washoe County business or interests, shall be entitled to reimbursement of the reasonable and necessary expense incurred in the course of attending said business meal meeting, upon approval of the County Comptroller in accordance with this ordinance.
- B. In order for a County officer or employee to receive reimbursement of the reasonable and necessary expense of attending a business meal meeting in accordance with this section, it shall not be necessary for said officer or employee to obtain permission to travel, in accordance with Section 2 of this ordinance. However, no County officer or employee shall submit a claim for reimbursement of the reasonable and necessary expense of a business meal meeting pursuant to this section if said officer or employee is entitled to reimbursement of his or her travel expenses in accordance with Section 3 of this ordinance.
- C. The County Comptroller shall have authority to request a letter of justification for any claims for reimbursement of reasonable and necessary expenses to attend a business meal meeting in accordance with this section if any such claim appears to be an unreasonable expenditure. A letter of justification shall include the following information:
1. The reason attendance at the business meal meeting was necessary.
 2. The manner in which attendance at said business meal meeting provided for the furtherance of Washoe County business or interests.
- D. No expenses incurred in connection with a business meal meeting pursuant to this section shall be reimbursed unless a receipt or other satisfactory written proof is submitted to the County Comptroller for each business meal expense claimed. Upon review of any claim submitted in accordance with this section by the County Comptroller, all approved claims shall be paid in the manner allowed by law and any claims recommended for denial shall be forwarded to the Washoe County Manager for final action by the Board of County Commissioners.

SECTION 12. Authorization of Travel for County Officers or Employees Performing Services in the Outlying Areas of Washoe County.

- A. No County officer or employee required to perform services in any outlying area of Washoe County shall be required to submit a request for permission to travel in accordance with Section 2 of this ordinance.
- B. The head of the department in which any County officer or employee required to perform services in any outlying area of Washoe County is employed shall be responsible for determining the number of trips required and the number of personnel required to complete assigned duties in any outlying area of Washoe County. All costs incurred in connection with travel in an outlying area of Washoe County shall be charged to the department in which the traveling officer or employee is employed.
- C. Any County officer or employee who incurs travel expenses in the Vya and Gerlach areas of Washoe County may charge expenses for meals and lodging to vendors, which vendors shall request reimbursement from Washoe County rather than the County officer or employee. Prior to reimbursement of any vendor in accordance with this subsection, the County officer or employee who incurred any such meal or lodging expense shall provide receipts for same to the head of the department in which said employee or officer was employed, to assure that an accurate accounting will be made when the invoice is received from the vendor.

SECTION 13. Receipts for Transportation by Public Conveyance.

The traveler's portion of any bus, railroad or airplane ticket shall be attached to the claim for payment or reimbursement. This portion of the ticket shall be attached to a County officer's or employee's travel claim only if the officer or employee paid for the ticket and is asking reimbursement. Otherwise, the traveler's portion of the ticket shall be attached to the claim for payment of the travel agency, transportation company or any other individual, firm, or legal entity supplying public transportation.

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. Any department wishing to adopt regulations specifically designed to meet travel problems or needs within said department shall submit the proposed travel regulations to the Board of County Commissioners at least one month prior to the date the department wishes such regulations to become effective. All such regulations shall be consistent with the provisions of this ordinance, as determined by the Board of County Commissioners.

SECTION 15. Reimbursement of Costs of Alcoholic Beverages or Personal Telephone Calls Prohibited.

When in travel status, no County officer or employee shall be reimbursed for the cost of alcoholic beverages or personal

telephone calls incurred in the course of such person's travel status.

SECTION 16. Use of County Vehicles; Unlawful Use.

- A. The policy of the Board of County Commissioners is that County vehicles should be used when practicable before the use of private automobiles.
- B. Unless otherwise authorized by the Board of County Commissioners, only County officers or employees are authorized to drive County-owned vehicles.
- C. Except as otherwise provided, only persons traveling on County business or persons in the custody or care of County officers and employees in the course of official County business are authorized to ride in County-owned vehicles.
- D. It is unlawful to use any County vehicle for other than official purposes.

SECTION 17. Use of Private Automobile for Officer's/
Employee's Convenience; County Policy.

- A. No private automobile may be used in connection with authorized travel in accordance with this ordinance for the personal convenience of any County officer or employee, unless approved by the department head or other supervising authority.
- B. Any County officer or employee traveling by private automobile for personal convenience shall be entitled to reimbursement for only those living expenses that would have been incurred in the event the County officer or employee utilized a County-owned vehicle or public transportation. Any additional living expenses shall be the sole responsibility of the County officer or employee, and the County officer or employee shall be deemed to be on annual leave or compensatory time off for any extra time involved in traveling by private conveyance for personal convenience in comparison to the time that would have been involved in traveling by public conveyance.

SECTION 18. Reimbursement for Meals Purchased for Patients, Wards, Prisoners or Inmates.

- A. County officers or employees who purchase any meal for persons in their custody are entitled to reimbursement of the actual cost of such meal, subject to the limits established for County officers or employees in this ordinance. Claims for reimbursement shall be accompanied by a receipt for each meal purchased.
- B. Institutions may, upon approval of the Board of County Commissioners, establish petty cash accounts to reimburse employees for meals bought for patients, wards, prisoners or inmates. Claims for reimbursement to the petty cash fund must be accompanied by a receipt for each meal purchased.

SECTION 19. Travel, Moving Expenses on Transfer of Employee.

- A. If a County department transfers, for the convenience of the County, any employee with permanent status from

one location to another for permanent assignment, the department may pay the travel expenses, subsistence allowances and expenses of moving household furnishings and appliances of the employee and his family or order the use of County employees and equipment to assist in making the transfer.

- B. If the employee of a County department changes, for the convenience of the County, his employment to another County department, the department which accepts the employee may pay the travel expenses, subsistence allowances, and expenses of moving household furnishings and appliances of the employee and his family or order the use of County employees and equipment to assist in making the transfer.
- C. Nothing in this section shall be construed to require the payment of any travel or moving expenses or the use of County employees or equipment in the transfer of any employee.
- D. All requests for payment of travel expenses, subsistence allowances and moving expenses shall be submitted to the Board of County Commissioners before obligations are incurred. Upon approval by the Board of County Commissioners, claims shall be submitted for payment in the same manner as other claims against the County from funds available to the department.

SECTION 20. Repeal of Ordinance No. 232.

The provisions of Washoe County Ordinance No. 232, as amended, regulating in-state and out-of-state travel by Washoe County officers and employees, declaring the 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 an unentitled resolution adopted by the Board of Washoe County Commissioners on June 7, 1971, and rescinding a resolution creating the County Traveling Revolving Fund adopted by the Board of Washoe County Commissioners on June 26, 1972, and providing for other matters properly relating thereto are hereby repealed and no longer effective.

SECTION 21. Former Travel Regulations Rescinded.

The provisions of that certain unentitled resolution adopted by the Board of County Commissioners on June 7, 1971, regulating travel for County employees and the provisions of that certain resolution creating the County Travel Revolving Fund adopted by the Board of County Commissioners on June 26, 1972, are hereby rescinded and no longer effective.

SECTION 22. Severability.

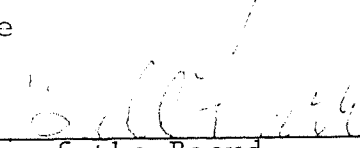
If any provision of this ordinance is declared by a court of competent jurisdiction to be illegal or unconstitutional, it shall in no way affect the remainder of this ordinance or

any section thereof, and the remaining provisions of this ordinance shall remain in full force and effect.

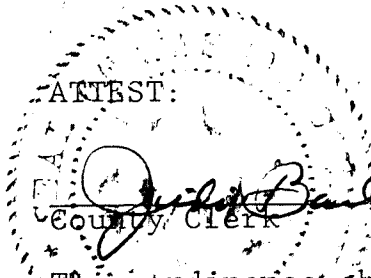
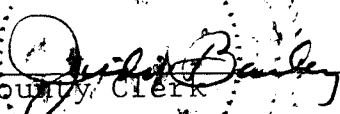
Proposed on the 20 day of November, 1979.
Proposed by Commissioners Farr, Stoess, Brown & Underwood
Passed on the 27 day of November, 1979.

Vote:

Ayes: Commissioners: Farr, Stoess, Brown, Underwood & Ferrari
Nays: Commissioners: None
Absent: Commissioners: None



Chairman of the Board

ATTEST:



County Clerk

This ordinance shall be in force and effect from and after the 12 day of December, 1979, except as otherwise specifically provided herein.