

RENO NEWSPAPERS, INC. Publishers of
 RENO EVENING GAZETTE and NEVADA STATE JOURNAL
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DESCRIPTION OF LEGAL ADVERTISING

Ord. 496
 Bill 667
 3349008

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LEGAL AD _____
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 TOTAL AMOUNT DUE 33.60

Washoe County Clerk
 • P.O. Box 11130
 • Reno, Nv. 89520
 • Attn. Judy Duke

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
August																																
September				x																												

PROOF OF PUBLICATION

STATE OF NEVADA, } ss.
 COUNTY OF WASHOE }

Linda J. Peterson

being first duly sworn, deposes and says: That she is the legal clerk of
 THE RENO EVENING GAZETTE, a daily newspaper published in Reno,
 in Washoe County, in the State of Nevada. That the notice _____ of _____
 County Ordinance

_____ of which a copy is hereto
 attached, was first published in said newspaper in its issue dated the
 28th. day of Aug., 19 81 and, Sept. 4th.
 the full period of 2 days, the last publication thereof being in
 the issue of Sept. 4th., 19 81

Signed Linda J. Peterson

Subscribed and sworn to before me this
 4th. day of September 19 81

Alice L. Buffalo
 Notary Public

ALICE L. BUFFALO
 Notary Public - State of Nevada
 Washoe County
 My Appointment Expires June 5, 1983

NOTICE OF COUNTY ORDINANCE
 NOTICE IS HEREBY GIVEN that Bill No. 467, Ordinance No. 496, 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 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 increasing the mileage allowance for travel was adopted on Tuesday, August 25, 1981 by Commissioners Farr, Ferrari, Brown, Underwood, and Williams. Typewritten copies of the Ordinance are available for inspection by all interested persons at the Office of the County Clerk. Judi Bailey County Clerk
 3349008-Ord. 496
 Aug. 28; Sept. 4 GAZ-LE

SUMMARY: Increases the mileage allowance for travel

BILL NO. 667

ORDINANCE NO. 496

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 INCREASING THE MILEAGE ALLOWANCE FOR TRAVEL.

THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY DO ORDAIN:

SECTION 1. Section 3 of Washoe County Ordinance No. 380 is 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 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.

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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 \$.27 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 \$.14 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 2. The provisions of this ordinance shall become effective upon passage, approval and publication as prescribed by NRS 244.100.

Proposed on the 11th day of August, 1981.
 Proposed by Commissioners Farr, Ferrari, Brown & Underwood
 Passed on the 25th day of August, 1981.

Vote:

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

Bill Farr

 Chairman of the Board

ATTEST JUDI BAILEY, CLERK
 By *Jack Hall* Chief Deputy

 County Clerk

This ordinance shall be in force and effect from and after the 4th day of September, 1981, except as otherwise specifically provided herein.