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JUL -7 1988

DESCRIPTION OF LEGAL ADVERTISING

Ord. 741

349008

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MONTH

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June

PROOF OF PUBLICATION

STATE OF NEVADA, SS. Marina Blasco
COUNTY OF WASHOE

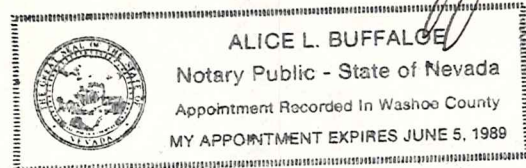
being first duly sworn, deposes and says: That as the legal clerk of the RENO GAZETTE-JOURNAL, a daily newspaper published in Reno, Washoe County, State of Nevada, that the notice of County Ordinance

of which a copy is hereto attached, was first published in said newspaper in its issue dated the 20th day of June, 1988 and, June 27, the full period of 2 days, the last publication thereof being in the issue of June 27, 1988.

Signed Marina Blasco

Subscribed and sworn to before me this 27th day of June, 1988

Allice L. Buffaloe Notary Public



PUBLIC NOTICE

NOTICE OF COUNTY ORDINANCE PUBLIC NOTICE IS HEREBY GIVEN that Bill No. 916, Ordinance No. 741, entitled, "An ordinance amending the Washoe County Code by revising provisions pertaining to travel by County officers and employees on County business," was adopted on June 14, 1988, by Commissioners Beck, Cornwall, Lillard, McDowell & 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
349008-Ord 741
June 20, 27-dd133

88-443

SUMMARY: Amends Washoe County Code by revising provisions pertaining to travel by county officers and employees.

BILL NO. 916

ORDINANCE NO. 741

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING PROVISIONS PERTAINING TO TRAVEL BY COUNTY OFFICERS AND EMPLOYEES ON COUNTY BUSINESS.

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

SECTION 1. Chapter 5 of the Washoe County Code is hereby amended by adding thereto a new section which shall read as follows:

5.364 Local business expenses.

1. Upon the approval of the county manager, any person listed in subsection 4 of section 5.363 may obtain reimbursement for actual expenses incurred in conducting county business. Those persons must submit receipts or a written statement to the manager indicating all expenses for which reimbursement is sought.

2. For purposes of this section, the term "county business" is to be strictly construed and does not include political meetings, events or meals, even though topics affecting the county may be discussed.

SECTION 2. Section 5.361 of the Washoe County Code is hereby amended to read as follows:

5.361 Travel expenses.

1. Each county officer or employee who is authorized to travel in accordance with sections 5.351 to 5.395, inclusive, shall receive an allowance based on an application for advance travel funds and reimbursement for transportation expenses incurred while traveling in connection with the public business of the county, as long as those expenses are incurred in conformance with sections 5.351 to 5.395, inclusive.

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 discount airfare, unless such service is unavailable. If unavailable, travel should be arranged at coach airfare. 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 is the mileage rate paid by the U. S. Government as reimbursement to its employees for the use of a private conveyance in their employment. However, the allowance for travel by private conveyance shall not exceed the cost of public air transportation if the travel is between cities served by public air transportation, except in cases where the scheduled public air transportation is wholly impractical for the employee's travel. For purposes of this subsection, "public air transportation" means scheduled air service by recognized airlines and does not include privately chartered air transportation.

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 is 12 cents per mile traveled. Payment of any amount for this mode of transportation is contingent on compliance with section 5.391.

6. 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 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, 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.

8. To obtain reimbursement for a rental car, an officer or employee must justify the need for a rental car on the request for travel or upon demand of the comptroller.

9. Insurance paid for rental cars is not payable in advance or reimbursable.

SECTION 3. Section 5.363 of the Washoe County Code is hereby amended to read as follows:

5.363 Living expenses.

1. In addition to the travel expenses provided for in section 5.361, a 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. Such living expenses include the following:

(a) Meals and tips required in conjunction with attending meetings or conducting business for which travel is authorized. Except as hereinafter provided, meals will be reimbursed individually, and may not exceed \$8 for breakfast, \$8 for lunch and \$16 for dinner. When travel status is for a period in excess of 24 hours, reimbursement for meals shall be made at the fixed daily rate of \$32 per 24 hour period. If a single meal is provided at a fixed cost at a conference, seminar or similar business meeting and that cost exceeds the single meal reimbursable amount set forth above, the county officer or employee shall be reimbursed for the actual required cost of the meal unless the employee is receiving the fixed daily rate. No reimbursement shall be made for any banquet or dinner which is not related to business but which is provided primarily for the entertainment of those in attendance. Tips for meals shall not exceed 15 percent of the cost of the meal.

(b) Lodging. Each county officer or employee shall be selective and prudent in choosing lodging. No reimbursement for lodging may be made without receipts, and no lodging expenses for any other person, including the officer's or employee's spouse, are reimbursable. Lodging expenses for oversize, special or unique rooms (e.g., suites) will be reimbursed at the standard room rate.

(c) Miscellaneous expenses necessary to the conduct of business for which travel is authorized, including without limitation local business telephone calls, local fees and charges, and other expenses not included for the personal enjoyment or convenience only of the officer or employee. Tips for baggage may not exceed \$1 per bag. Tips to maids will not be reimbursed. Taxi fare for transportation to a cafe or restaurant will not be reimbursed unless the hotel or motel where the employee is lodging has no facilities to provide the same meal. For example, if the hotel where the employee is lodging has a dining room which serves dinner, the employee will not be reimbursed for taxi fare to travel to a distant restaurant for dinner.

(d) Toll calls charged to an approved telephone credit card or charges reversed to the telephone of the appropriate county office. Long distance calls to the office must be charged to a telephone credit card, or the charges must be reversed to the office number. Long distance charges on a hotel bill will not be reimbursed.

2. When registration fees provide for meals, employees shall not request double reimbursement for the cost of meals included in the registration fees.

3. No reimbursement will be made for any meal purchased in the Reno-Sparks area, even if the meal was purchased shortly before departure on county business or shortly after return from county business.

4. The following persons are entitled to reimbursement for meals and tips in the greater of the amount specified in paragraph (a) of subsection 1 or their actual costs, and to reimbursement of their actual costs of lodging, miscellaneous expenses and toll calls, although those latter three expenses are subject to the limitations contained in paragraphs (b), (c) and (d) of subsection 1:

- (a) Elected officials;
- (b) County manager and assistant county managers;
- (c) Department heads;
- (d) Assistants, chief deputies and chiefs to elected officials and department heads;
- (f) Chief of budget administration;
- (g) Chief of personnel administration;
- (h) County risk manager; and
- (i) Administrator of division of emergency management.

The persons described in this subsection may obtain reimbursement for meals and tips in excess of the fixed daily rate, lodging, miscellaneous expenses and toll calls by providing receipts or a written statement of expenses to the comptroller.

SECTION 4. Section 5.369 of the Washoe County Code is hereby amended to read as follows:

5.369 Applications by county officers, employees for advance funds; approval by county commissioners; issuance of checks, warrants.

1. If the board of county commissioners approves the application for advance travel money, the application shall be forwarded, together with evidence of approval, to the county comptroller.

2. Upon receiving appropriate approval for travel advances, the county comptroller or his deputy may issue a check or a warrant for the amount of the advance requested, made payable to the order of the county officer or employee authorized to travel or his representative.

3. No request for advance travel moneys shall be made in an amount less than \$40.

SECTION 5. Section 5.377 of the Washoe County Code is hereby amended to read as follows:

5.377 Per diem allowances for travel advances. For the purpose of determining the amount of travel advance requested by any county officer or employee for travel

expenses in accordance with section 5.351 to 5.395, inclusive, a person approved for travel status shall receive the total estimated cost of travel expenses as provided in those sections.

SECTION 6. Section 5.367 of the Washoe County Code is hereby repealed.


Proposed on the 10th day of May, 1988.
 Proposed by Commissioners Cornwall.
 Passed on the 14th day of June, 1988.

Vote:

Ayes: Commissioners: Beck, Cornwall, Lillard, McDowell, & Williams

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 27th day of June, 1988.