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Ord. No. 762

349008

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Washoe County Clerk

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Reno, Nv. 89520

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

December

x

x

PROOF OF PUBLICATION

STATE OF NEVADA,                    SS.  
COUNTY OF WASHOE

Marina Blasco

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 Ordinances

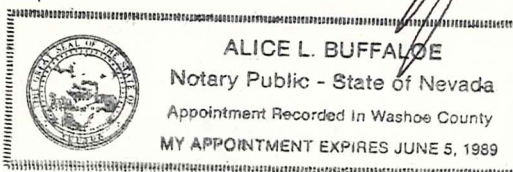
\_\_\_\_\_ of which a copy is hereto attached, was first published in said newspaper in its issue dated the 2nd. day of Dec., 19 88 and, Dec. 9th., the full period of 2 days, the last publication thereof being in the issue of Dec. 9th. 19 88.

Signed *Marina Blasco*

Subscribed and sworn to before me this

9th. day of December, 19 88

*Alice L. Buffalo*  
Notary Public



PUBLIC NOTICE

NOTICE OF COUNTY ORDINANCE

PUBLIC NOTICE IS HEREBY GIVEN that Bill No. 937, Ordinance No. 762, entitled, "An ordinance amending the Washoe County Code by specifying the allowable meal reimbursement for officers and employees on travel status for less than 24 hours and by clarifying the requirement for receipts," was adopted on November 22, 1988, by Commissioners Beck, Cornwall, Lillard, McDowell, 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

349008-Ord. No. 762  
Dec 2.9-id133

SUMMARY: Amends Washoe County Code by specifying allowable meal reimbursement and clarifying requirement for receipts under travel ordinance.

BILL NO. 937

ORDINANCE NO. 762

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY SPECIFYING THE ALLOWABLE MEAL REIMBURSEMENT FOR OFFICERS AND EMPLOYEES ON TRAVEL STATUS FOR LESS THAN 24 HOURS AND BY CLARIFYING THE REQUIREMENT FOR RECEIPTS.

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

SECTION 1. 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. Meals and tips required in conjunction with attending meetings or conducting business for which travel is authorized. Except as hereinafter provided:

(1) When travel status is for a period of less than 24 hours, meals shall be reimbursed individually at the actual cost, and may not exceed \$8 for breakfast, \$8 for lunch and \$16 for dinner. Receipts are required for each meal, and no reimbursement is allowed without a receipt.

(2) When travel status is for a period of 24 or more hours, reimbursement for meals shall be made at the fixed daily rate of \$32 per 24 hour period. No receipts are required to obtain reimbursement.

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. 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 in which 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) Long distance telephone calls. 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 for a conference, seminar or similar business meeting include a meal, officers or employees shall not request double reimbursement for the cost of that meal.

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;
- (e) Chief of budget administration;
- (f) Chief of personnel administration;
- (g) County risk manager; and
- (h) 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.

Proposed on the 18th day of November, 1988.

Proposed by Commissioners Cornwall.

Passed on the 22nd day of November, 1988.

Vote:

Ayes: Commissioners: Beck, Cornwall, Lillard, McDowell  
and 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 9th day of December, 1988.