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PROOF OF PUBLICATION

STATE OF NEVADA
COUNTY OF WASHOE

ss. Tana Ciccotti

being duly sworn, deposes and says:
That as legal clerk of the RENO GAZETTE-JOURNAL, a daily newspaper published in Reno, Washoe County, State of Nevada, that the notice: Ordinance No. 937

NOTICE OF COUNTY ORDINANCE
NO. 937
NOTICE IS HEREBY GIVEN that Ordinance No. 937, Bil No. 1112, entitled:
AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING THE TRAVEL REGULATIONS PERTAINING TO COUNTY OFFICERS AND EMPLOYEES; AND OTHER MATTERS PROPERLY RELATING THERETO.
was adopted on OCTOBER 10, 1995, by Commissioners Steve Bradhurst, Mike Moullet, Jim Shaw, and Grant Sims, with Commissioner Joanne Bond absent, and will become effective on OCTOBER 27, 1995.
Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk at the County Courthouse, Virginia and Court Streets, Reno, Nevada.
Judi Bailey, County Clerk
No. 4150 Oct 18, 25, 1995

of which a copy is hereto attached, has been published in each regular and entire issue of said newspaper on the following dates to wit:

Oct. 18, 25 1995

Signed

Tana Ciccotti

Subscribed and sworn to before me on 10/25/95

Notary Public

Debra J. DiCianno



P.O. BOX 22000. RENO. NEVADA 89520
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937 ✓

SUMMARY: Amends Washoe County Code by revising the travel regulations.

BILL NO. 1112

ORDINANCE NO. 937

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING THE TRAVEL REGULATIONS PERTAINING TO COUNTY OFFICERS AND EMPLOYEES; AND OTHER MATTERS PROPERLY RELATING THERETO.

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

SECTION 1. Section 5.353 of the Washoe County Code is hereby amended to read as follows:

5.353 Policy of the board of county commissioners.

1. 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.

2. Approval by the board of county commissioners of the final budget for the fiscal year, constitutes approval for an elected or appointed department head to approve travel requests submitted by county officers and employees employed by that department provided the travel is consistent with the provisions of sections 5.351 to 5.395, inclusive, and the costs for such travel are included in the department's travel account approved as part of the budget.

3. It is the department head's responsibility to:

(a) Assure the appropriateness of a seminar, conference or other meeting and to determine if more than one individual should attend.

(b) Determine if the travel costs are included within the travel account in the department's approved budget.

(c) Deny authorization for travel or expenditures for travel which will overdraw the travel account in the department's budget, unless the department has sought and obtained authority from the board of county commissioners for transfer from other accounts in its approved budget to the travel account or sought and obtained additional appropriations to that department's budget in conjunction with the travel authorization.

4. For purposes of the Travel Regulation Ordinance, a department's travel budget includes money for transportation, hotel/motel accommodations and related charges, and per diem for County officers and employees only.

SECTION 2. Section 5.354 of the Washoe County Code is hereby amended to read as follows:

5.354 Requests for registration fees for courses and seminars.

1. Registration fees for courses, seminars, workshops or similar meetings held outside of Washoe County may be paid only if an authorized request for permission to travel form is on file in the comptroller's office. A request for payment of such registration fees must be forwarded to the county comptroller along with a copy of the registration form.

2. If a county officer or employee pays from his personal funds any registration fees for any course, seminar, workshop or similar meeting, reimbursement after his attendance will be made only by submission to the county comptroller of an authorized travel and per diem claim, together with a receipt and copy of the registration form.

SECTION 3. Section 5.355 of the Washoe County Code is hereby amended to read as follows:

5.355 Requests for permission to travel; forms.

1. Except as otherwise provided in section 5.357 and except for travel to Carson City or the Tahoe Basin, all county officers and employees are required to submit a travel request to the appropriate elected or appointed department head who will review the request and either approve or disapprove the request based upon the provisions of sections 5.351 to 5.395, inclusive.

2. If the travel request is approved, the department head shall forward a copy of the request to the county comptroller. If the request involves advance money for travel expenses or subsistence allowance, the request shall specify the nature and amount of the advance requested.

3. Except as otherwise provided herein, a request for permission to travel by other than county officers and employees must be approved by the board of county commissioners prior to such travel and prior to payment of any travel expenses or subsistence. Once approved, payment for meals, transportation and lodging must conform to the provisions of the Travel Regulation Ordinance. Payment of travel expenses and subsistence for a member of the district board of health may be made consistent with the provisions of these regulations provided the district board of health has approved such travel.

4. All requests for permission to travel, requests for advance travel funds and claims for travel reimbursement to an individual shall be made on such forms as may be required by the county manager.

5. The forms must provide a means for a department head to certify whether the request for payment will or will not overdraw the department's travel account, and for requests which would overdraw that travel account, must provide for the budgetary reallocations required by section 5.356.

6. The claimant for travel reimbursement shall attest to the accuracy of the claim by signing the face of the form.

SECTION 4. Section 5.356 of the Washoe County Code is hereby amended to read as follows:

5.356 Certification by department head that travel is within departmental travel account; travel expenses included within department's approved budget constitutes approval for payment pursuant to NRS 245.060.

1. Any request for advance money for travel, reimbursement of travel expenses or any other payment of travel expenses made pursuant to sections 5.351 to 5.395, inclusive, must be accompanied by the certification of the department head that payment of the amount or expenses sought by the request would not overdraw the department's budgeted amount for travel. If the amount requested would overdraw the department's travel budget, the request must be submitted to the board of county commissioners pursuant to subsection 2.

2. If a request for advance travel money or reimbursement of travel expenses would overdraw a department's budgeted amount for travel, the request for payment must be accompanied by a request for a reallocation of money from another part of the department's budget into the department's travel account in an amount sufficient to pay the travel expenses sought or accompanied by a request for additional appropriation to that department's budget. A request for reallocation of money from another part of the department's budget in the department's travel account or a request for additional appropriation to a department's budget must be approved by the board of county commissioners.

3. The county comptroller is authorized to make payment for advance travel and to reimburse travel expenses included on a properly completed and certified request for permission to travel form.

4. The board of county commissioners authorizes the payment of money for advance travel and reimbursement for travel expenses pursuant to the provisions of NRS 245.060 for all properly completed and certified requests for permission to travel forms.

SECTION 5. Section 5.357 of the Washoe County Code is hereby amendment to read as follows:

5.357 Emergency travel; "emergency" defined.

1. As used in section 5.351 to 5.395, inclusive, an emergency means an unforeseen circumstances which requires immediate action and includes, but is not limited to, extraditions, witness transport, criminal investigations or a circumstance which would result in any impairment of the health, safety or welfare of the general public.

2. In cases of emergency where a request for permission to travel form can not be presented prior to such travel as provided in section 5.355, the department head or his designee shall approve the travel and submit to the county comptroller a travel claim indicating the nature of the emergency and the expenses paid along with supporting justification. The comptroller shall either approve or disapprove the claim. If the comptroller approves the claim, payment shall be made from available funds from that department's travel budget.

3. In the event of an emergency requiring travel by a county officer or employee where the costs for that travel would exceed the amount budgeted for travel by that department, the department head may authorize the travel by certifying that an emergency exists and specifying the nature of the emergency. The department head shall submit the certification to the county comptroller for approval and payment. The certification shall accompany the supporting documentation for the travel claim as provided in subsection 2 above. As soon as practical thereafter, the department head shall submit a request to the board of county commissioners for approval of a reallocation of money from another part of the department's budget or a request for additional appropriations to the department's budget as provided in section 5.356.

SECTION 6. Section 5.359 of the Washoe County Code is hereby amended to read as follows:

5.359 Reimbursement of travel expenses. 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 living expenses as specified herein, if substantiated in the manner provided by the Travel Regulation Ordinance. For purposes of this

ordinance, employees are on travel status if they are outside of Washoe County.

SECTION 7. 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. Use of county vehicles is encouraged if more than one person is traveling.

3. When utilizing air transportation, travel must be arranged at discount airfare, unless such service is unavailable. If unavailable, travel should be arranged at coach airfare. Persons utilizing air transportation will not be reimbursed for meals served in flight or included in the cost of airfare. Use of travel agents is encouraged to obtain the best fare and to expedite payment. Airfare which is paid for by the county officer or employee will not be reimbursed until the travel is completed and proper documentation is submitted to the county comptroller.

4. If travel by county-owned vehicle or by public air transportation is not the most economical or efficient means of transportation, use of a private vehicle may be permitted. On or before July 1 of each year, the county comptroller shall establish the rate of the allowance for travel by private vehicle. The rate must equal the standard mileage reimbursement rate for which a deduction is allowed for the purposes of federal income tax that is in effect at the time the annual rate is established. In addition, the allowance for travel by private vehicle 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 vehicle 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 one-half the rate established as provided in subsection 4 above. Payment of any amount for this mode of transportation is contingent on compliance with section 5.391. The appropriate rate of reimbursement will be specified and approved on the request for permission to travel form.

6. County vehicles are available for county authorized travel from the county motor pool. When county vehicles are being used for travel pursuant to the provision of sections 5.351 to 5.395, inclusive, only county officers and employees may ride in or drive such vehicles.

7. No compensation shall be allowed for transportation to and from home and the principal business office.

8. All other travel expenses, such as convention registration fees (including supplies and other material required for attendance at the convention or conference), taxis, airporter or limousine fare, 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 must be obtained, and all receipts and actual travel expenses must 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.

9. To obtain reimbursement for a rental car, an officer or employee must obtain prior approval for such rental on the request for permission to travel form. Requests for reimbursement made subsequent to travel will be approved only with written justification and approval by the department head.

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

SECTION 8. 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 rate of \$8 for breakfast, \$8 for lunch and \$16 for dinner.

(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.

(b) Lodging. Each county officer or employee shall be selective and prudent in choosing lodging. No reimbursement for lodging may be made without receipts. Credit card receipt are not an acceptable substitute for the original hotel receipt. 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 which are work related and charged to a telephone credit card or billed to the hotel room will be reimbursed. The billing must reflect the county number called, or a written explanation of the person called and business purpose.

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 before departure on county business or after return from county business. For purposes of this section, if departure from the Reno-Sparks area is after 7:30 a.m. or return is prior to 6:30 p.m., reimbursement for breakfast or dinner will not be made.

SECTION 9. Section 5.364 of the Washoe County Code is hereby amended to read as follows:

5.364 Local business expenses.

1. Upon approval of the county manager, a county officer or employee may obtain reimbursement for reasonable and necessary, actual expenses incurred in conducting county business provided that an amount has been identified and provided for in the appropriate department's budget. A person seeking reimbursement under this section must submit receipts or a written statement to the county manager indicating all expenses for which reimbursement is sought.

2. For purposes of this section, the term "county business" is to be strictly construed. For example, county business includes expenses associated with legislative lobbying activities, but does not include partisan political functions, events or meals, even though topics affecting the county may be discussed.

SECTION 10. Section 5.369 of the Washoe County Code is hereby amended to read as follows:

5.369 Issuance of checks, warrants.

1. Upon receiving the properly completed and certified request for permission to travel and all supporting documentation, 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.

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

SECTION 11. Section 5.371 of the Washoe County Code is hereby amended to read as follows:

5.371 Travel advance constitutes lien on accrued wages of officer, employee. Payment of an advance request made in accordance with the Travel Regulation Ordinance constitutes 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 12. Section 5.375 of the Washoe County Code is hereby amended to read as follows:

5.375 Filing of claims; payment of travel claims presumed full compensation.

1. Travel and per diem claims must be filed within one month of return, even if no additional reimbursement is required. If advanced funds are due to the county, a check made payable to the treasurer must accompany the claim. Travel and per diem claims submitted without a request for permission to travel form on file with the county comptroller's office, must be accompanied by an explanation signed by the department head.

2. Any travel claim filed and paid in accordance with the Travel Regulation 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 the Travel Regulation Ordinance.

SECTION 13. Section 5.391 of the Washoe County Code is hereby amended to read as follows:

5.391 Use of private vehicles for officer's or employee's convenience; county policy.

1. No private vehicle may be used in connection with authorized travel in accordance with the Travel Regulation Ordinance for the personal convenience of any county officer or employee unless approved by the department head or other supervising authority on the request for permission to travel form and submitted prior to actual travel.

2. A county officer or employee traveling by private vehicle for personal convenience is entitled to reimbursement for only those living expenses that would have been incurred if the county officer or employee utilized a county-owned vehicle or public transportation. Any additional living expenses are 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 14. Section 5.365 of the Washoe County Code is hereby repealed.

Proposed on the 12th day of September, 1995.
Proposed by Commissioner Bradhurst.
Passed on the 10th day of October, 1995.

Vote:

Ayes: Commissioners Steve Bradhurst, Mike Mouliot, Jim Shaw, and Grant Sims.

Nays: None.

Absent: Commissioner Joanne Bond.

James M. Haw
Chairman
Washoe County Commission

ATTEST:

[Signature]
County Clerk

This ordinance shall be in force and effect from and after the 27th day of October, 1995.