

# NEVADA STATE JOURNAL

## PROOF OF PUBLICATION

STATE OF NEVADA }  
COUNTY OF WASHOE } ss.

SUSAN KLEEBLOW

being first duly sworn, deposes and says: That she is the legal clerk of THE NEVADA STATE JOURNAL, a daily newspaper published at Reno, in Washoe County, in the State of Nevada.

That the notice on county ordinance 387

.....  
of which a copy is hereto attached, was first published in said newspaper in its issue dated the 14th day of June, 1974 and June 21

.....  
the full period of 2 days, the last publication thereof being in the issue dated the 21st day of June, 1974

Signed *Susan Kleebow*

Subscribed and sworn to before me this 21st day of June, 1974

*Hugh E. Robinson*  
Notary Public

**NOTICE OF COUNTY ORDINANCE**  
Notice is hereby given that Bill No. 387, Ordinance No. 222, entitled "An Ordinance regulating in-state and out-of-state travel by 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 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 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 28, 1972; and providing other matters properly relating thereto," was adopted on June 5, 1974, by Commissioners Rust, Nelson, Pagni, Scott and Growall voting aye.  
Typewritten copies of the Ordinance are available for inspection by all interested persons at the office of the County Clerk.  
H. K. BROWN, County Clerk  
334900-387 June 14-21

HUGH E. ROBINSON  
Notary Public — State of Nevada  
Washoe County  
My Commission Expires Dec. 1, 1976

SUMMARY--Regulates in-state and out-of-state travel by Washoe County officers and employees.

BILL NO. 387

ORDINANCE NO. 2322

AN ORDINANCE REGULATING IN-STATE AND OUT-OF-STATE TRAVEL BY 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 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 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; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

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

Section 1. Policy of Board of County Commissioners; written reports.

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. Written justification shall be required for attendance at such functions as training sessions, seminars, conventions, professional conclaves, and for any emergency travel not approved in compliance with the provisions of this ordinance. Department heads are admonished that attendance at seminars and conferences should be limited to one employee from a department rather than more than one where information on such seminars or conferences can be relayed to others by a single attendee.

2. When required, upon the request of the Board of County Commissioners or the County Manager, written reports shall be submitted following return from authorized travel.

Sec. 2. Requests for permission to travel.

1. Except as otherwise provided in this section, any appointed or elected department head or any county employee claiming the per diem or travel reimbursement for in-state or out-of-state travel must first present a request in writing to the County Manager and receive authorization for such travel.

2. All such requests for permission to travel out-of-state shall be presented by the County Manager to the Board of County Commissioners for approval or denial prior to departure. Requests for permission to travel in-state shall be presented to the County Manager for approval or denial prior to departure. In cases of emergency, the County Manager may approve travel requests for out-of-state travel, subject to subsequent confirmation or denial by the Board of County Commissioners.

3. Travel for such department heads and county employees in the Lake Tahoe Basin and the California counties bordering Washoe County is considered not to be "out-of-state."

74-986

4. Requests for permission to travel need not be presented as provided in subsection 1 in emergency cases of extraditions requiring travel by employees of the Sheriff's Department and in criminal investigations requiring travel by employees of the Sheriff's Department, the District Attorney and the Public Defender. However, such travel is subject to subsequent affirmation or denial by the County Manager for in-state travel and the Board of County Commissioners for out-of-state travel.

Sec. 3. Reimbursement of travel expenses.

1. Except as otherwise provided by law, when any county officer or employee is entitled to receive his expenses in the transaction of public business outside the municipality or other area in which his principal business office is located, such person shall be paid up to \$25 for each 24-hour period during which he is away from such office and within the state, and up to \$15 in addition to a reasonable room rate for each 24-hour period during which he is outside the state.

2. Such person may receive expenses for a period of less than 24 hours in accordance with the provisions of this ordinance.

3. Any such person may also receive an allowance for transportation pursuant to public business, whether within or without the municipality or other area in which his principal business office is located. Transportation shall be by the most economical means, considering total cost, time spent in transit and the availability of county-owned automobiles. The allowance for travel by private conveyance is 14 cents per mile so traveled, except that if a private conveyance is used for reasons of personal convenience in transaction of county business, the allowance for travel is 8 cents per mile so traveled. Such compensation does not include transportation from home to point of departure by public conveyance. After January 5, 1975, such compensation will not include transportation to and from home and principal business office.

4. All travel expenses, such as convention registration, taxis, airporter fares, parking fees, or any other office expense not a part of food and lodging will be paid in addition to the per diem allowance. Receipts should be obtained wherever feasible. In computing the cost of public conveyance, the total cost to and from the point of departure and to and from the point of destination is included. Such compensation does not include transportation to and from home or to and from point of departure by public conveyance.

Sec. 4. Filing requests for permission to travel; requests for advance travel funds; travel claims. 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. The claimant for travel reimbursement shall attest to the accuracy of the claim by signing the face of the form.

Sec. 5. County travel revolving fund: Creation; purpose; duties of County Treasurer.

1. Pursuant to authority contained in NRS 245.350 there is hereby created the County Travel Revolving Fund in an amount of \$1,000.

2. The County Treasurer shall deposit the moneys in the county travel revolving fund in a bank qualified to receive deposits of public funds under the provisions of chapter 356 of NRS.

3. Notwithstanding the provisions of any other law, the County Treasurer or his deputy shall sign all checks and warrants drawn upon the county travel revolving fund.

Sec. 6. Applications by county officers, employees for advance funds; approval by County Commissioners; issuance of checks, warrants.

1. Any county officer or employee, elected or appointed, may apply for advance moneys for authorized travel expenses and subsistence allowances arising out of his official duties or employment, in the amounts as provided for in this ordinance, by filing a request with the Board of County Commissioners.

2. If the board approves the request, it shall forward a copy of the request and approval to the County Treasurer.

3. Upon receiving a copy of the request and approval from the board, the County Treasurer or his deputy may issue a check or warrant drawn upon the county travel revolving fund for the amount of the advance requested.

Sec. 7. Advances constitute liens on accrued wages of officer, employee. Such request when approved by the County Treasurer is 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.

Sec. 8. Repayment of county travel revolving fund; excess paid to officer, employee. Upon the return of the officer or employee, he shall be entitled to receive any authorized expenses and subsistence allowances in excess of the amount advanced, and a sum equal to the advance shall be paid into the county travel revolving fund.

Sec. 9. Nontravel items on travel claims. Travel claims filed in accordance with this ordinance shall be considered full compensation for all meals and lodgings, including tips and minor miscellaneous expenses such as local telephone calls from pay booths or hotel rooms. Toll calls shall be charged to a telephone credit card or charges shall be reversed to the telephone of the appropriate county office.

Sec. 10. Travel status, full day.

1. Persons on travel status for a 24-hour period shall receive \$25 in-state and \$15 and a reasonable room rate outside the state for all expenses incurred for, or incidental to, meals and lodging. County employees shall be selective in choosing a motel or hotel. If the purpose for travel indicates the need to stay at a particular hotel, the county will reimburse actual lodging expenses up to \$28. If the purpose for the trip does not require attendance at a particular hotel, the county will reimburse actual lodging expenditures up to \$20 (exceptions may be approved in advance for unusual situations based upon justifications supplied by the department to the County Manager and the Board of County Commissioners).

2. Receipts are not required for meals or lodging reimbursements of less than \$15. Receipts are required on lodging reimbursements above \$15. When registration fees provide for meals, employees shall not request double reimbursement for the meal. All amounts listed in this section include tax. A person employed by a department which has adopted, with the approval of the Board of County Commissioners, a lesser reimbursement rate shall be reimbursed in accordance with that department's regulations.

Sec. 11. Travel status, less than full day.

1. Persons on in-state travel status for less than 22 hours during a 24-hour period (beginning and ending days of trips and on single-day trips) shall receive \$2 for breakfast, \$3 for lunch, \$6 for dinner and \$14 for lodging, including all expenses incidental to such

events. Persons on travel status out-of-state shall receive \$3 for breakfast, \$4 for lunch, \$8 for dinner and reasonable expenses for lodging as outlined in section 10, including all expenses incidental to such events. Receipts are not required, except as provided in sections 3, 10 and 16.

2. A claimant must leave his principal place of business 1 1/2 hours previous to the start of his work period to be eligible for a breakfast allowance, must leave at least 1 hour before or return at least 1 hour after his normal lunch period to be eligible for a lunch allowance, and must return later than 1 1/2 hours after his normal work period to be eligible for a dinner allowance.

3. If county facilities are used for lodging, no reimbursement may be claimed for such lodging, but food allowances may be claimed at the authorized rates.

Sec. 12. Overnight lodging within 50 miles of principal business office. Per diem for overnight lodging in areas less than 50 miles from a principal business office shall not be allowed unless:

1. Inclement weather conditions make travel difficult.
2. Late official meetings are required.
3. Individuals involved are conference hosts responsible for meeting arrangements.

Sec. 13. Commercial transportation receipts. The traveler's portion of bus, railroad or airplane tickets shall be attached to the claim for payment. This portion of the ticket shall be attached to a person's travel claim only if he 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.

Sec. 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. Only regulations adopting a reimbursement rate of less than \$25 per 24-hour period or reimbursement for special use vehicles require Board of County Commissioners' approval. Departments wishing to adopt regulations providing for reimbursement of less than \$25 for 24-hour periods or reimbursement for special use vehicles shall submit their proposed regulations to the Board of County Commissioners at least 1 month prior to the date the department wishes such regulations to become effective.

Sec. 15. Use of private automobiles. The reimbursement rate for use of private automobiles is 14 cents per mile, except when a private automobile is for personal convenience; in such instances the allowance is 8 cents per mile.

Sec. 16. Parking or vehicle storage fees. Parking or storage fees may be allowed when considered necessary by the department head for either county or private automobiles. Where possible, receipts for such fees shall be obtained.

Sec. 17. Travel by least expensive method available.

1. The policy of the Board of County Commissioners is that travel shall be by the least expensive method available when such factors as total travel time, salary of traveler, availability of county cars, and cost of transportation are considered. In evaluating current county vehicle and private vehicle reimbursement rates, it has been determined that it is more economical for department personnel to use their private vehicles at a reimbursement rate of 14 cents per mile on county business up to 75 miles. If a trip is planned that will run over 75 miles, a county vehicle should be

utilized. This does not exclude the use of county vehicles for short runs, but instead provides departments with the flexibility of using private vehicles for short runs when it is more practical. If private vehicles are utilized on trips over 75 miles and reimbursement is claimed at 14 cents per mile, justification shall be submitted to the Board of County Commissioners with the claim.

2. Air coach is recommended to all areas serviced. Persons traveling first class air services shall not be entitled to reimbursement for meals while en route. Persons traveling air fares which do not include meals shall be entitled to \$2 for breakfast, \$3 for lunch and \$6 for dinner while en route in-state and \$3 for breakfast, \$4 for lunch and \$8 for dinner while en route out-of-state. Transportation from air terminals shall be by limousine (rather than taxi) when such service is available.

Sec. 18. Use of county vehicles; no riders; unlawful use.

1. The policy of the Board of County Commissioners is that county vehicles should be used when practicable before the use of private automobiles.

2. Unless otherwise authorized by the Board of County Commissioners, only county employees are authorized to drive county-owned vehicles.

3. Except as provided in subsection 2, 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.

4. It is unlawful to use any county vehicle for other than official purposes.

Sec. 19. Use of private automobiles: Employee's convenience. If an employee is authorized by the department head to use a private automobile, instead of airplane or a county automobile, for the employee's convenience, he shall be reimbursed the round trip air coach fare when available, or first class fare, to the terminal city, or by the least expensive method available, as provided in section 17. If the city is not serviced by an airline, the employee shall be allowed 8 cents per mile. There shall be no reimbursement for meals en route nor for any other assumed expense en route, except that, if the employee is reimbursed at the air fare rate which does not provide meals, he shall be entitled to receive reimbursement for the same meals he would have received had he traveled such air fare. In this event, the employee shall be on annual leave or compensatory time off for the extra time involved in such travel over the time necessary to go by air.

Sec. 20. Use of private automobiles: County's convenience. If an employee is directed by the department head to use a private automobile for the county's convenience, he shall be reimbursed 14 cents per mile and shall be entitled to expense reimbursement as provided in sections 10 and 11.

Sec. 21. Reimbursement for meals purchased for patients, wards, prisoners or inmates.

1. County officers or employees who purchase meals for persons in their custody are entitled to reimbursement for the actual cost of such meals, within the limits established for county employees. Claims for reimbursement shall be accompanied by a receipt for each meal purchased.

2. 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.

Sec. 22. Travel, moving expenses on transfer of employee.

1. 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.

2. If an 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.

3. 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.

4. 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.

Sec. 23. 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.

Sec. 24. 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.

Sec. 25. Effective date. The provisions of this ordinance shall become effective upon passage, approval and publication as prescribed by NRS 244.100.

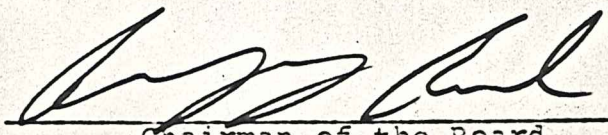
Proposed on the 28th day of May, 1974.  
Proposed by Commissioners Rusk, Nelson, Pagni, Scott and Grow.  
Passed on the 5th day of June, 1974.

Vote:

Ayes: Commissioners: Rusk, Nelson, Pagni, Scott and Grow.

Nays: Commissioners: None.

Absent: Commissioners: None.

  
Chairman of the Board

ATTEST: H. K. BROWN, CLERK  
By Alex Coon, Chief Deputy  
County Clerk

This Ordinance shall be in force and effect from and after the 21st  
day of June, 1974, except as otherwise specifically  
provided herein.



ORDINANCE NO. 232

Amended by Ordinance No. 257, Bill No. 405, Item 75-87

Amended by Ordinance No. 277, Bill No. 441, Item 75-1489

Amended by Ordinance No. 321, Bill No. 483, Item 76-1442

Repealed by Ordinance No. 380