



SUMMARY: An Ordinance Repealing Ordinance No. 232 and Regulating Authorization of Travel and Traveling and Business Meal Expenses by Washoe County Officers and Employees.

BILL NO. 549

ORDINANCE NO. 380

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.

THE BOARD OF COUNTY COMMISSIONERS OF WASHOE COUNTY DO ORDAIN:

SECTION 1. Policy of the Board of County Commissioners; Written Reports.

- A. 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 or representative from a department rather than more than one where information on such seminars or conferences can be relayed to others by a single attendee; and travel shall be arranged at the least possible cost to the County.
- B. 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.

SECTION 2. Requests for Permission to Travel.

- A. Except as otherwise provided in this ordinance, any appointed or elected department head or any County employee claiming reimbursement for traveling expenses must first present a request in writing to the County Manager and receive authorization for such travel.
- B. All such requests for permission to travel shall be presented by the County Manager to the Board of County Commissioners for approval or denial prior to departure. In cases of emergency, the County Manager may

approve travel requests subject to subsequent confirmation or denial by the Board of County Commissioners.

- C. Requests for permission to travel within the boundaries of Washoe County or within the Lake Tahoe Basin or Carson City or the California counties bordering Washoe County need not be presented to the Board of County Commissioners for approval but must be approved by the County Manager.
- D. Requests for permission to travel need not be presented as provided in subsection A 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 upon a finding of good cause by the Board of County Commissioners.

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 traveling expenses, including actual living expenses, if substantiated in the manner provided by this ordinance.
- B. Traveling 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 traveling 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, salary of the traveler, 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.
  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 \$.17 per mile so 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 \$.10 per mile so 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 traveling 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. Living Expenses.

1. In addition to the traveling expenses noted in the preceding subsection, any County officer or employee shall be paid actual 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, without limitation, the following:
  - a. Meals and tips required in conjunction with attending meetings or conducting business for which travel is authorized. Reimbursement shall not be made without receipts, if feasible, or without a complete itemization of actual expenses incurred for meals and tips.
  - b. Lodging expenses actually incurred on the basis of the rate of average standard accommodations in the general locale where lodging is obtained. Each County officer or employee shall be selective in choosing lodging, and if any County officer or employee desires more than average standard accommodations, said person shall pay at his/her own expense the difference between the cost of an average standard accommodation and that which is desired. Unless other information is available or other circumstances are shown to exist, an average standard accommodation shall be presumed to not exceed \$40.00 per night per single occupant. No lodging expenses for a County officer's or employee's spouse shall be reimbursable.

- c. The actual cost of such lodging if the purpose for travel indicates the need or desirability to stay at a particular hotel or lodging.
  - d. Miscellaneous expenses necessary to the conduct of business for which travel is authorized, including without limitation, 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) regardless of cost, and in the event it is not feasible to obtain receipts, a complete itemization of all such actual costs shall be itemized 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.
  3. A person employed by a department which has adopted, with the approval of the Board of County Commissioners, a lesser reimbursement rate for living expenses without receipts shall be reimbursed in accordance with that department's regulations.

SECTION 4. Filing Requests for Permission to Travel; Requests for Advance Travel Funds; Travel Claims.

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

SECTION 5. County Travel Revolving Fund: Creation; Purpose; Duties of County Treasurer.

- A. Pursuant to authority contained in NRS 245.350, there is hereby created the County Travel Revolving Fund in an amount not to exceed \$2,500.00, as determined by the County Treasurer.
- B. The County Treasurer shall deposit the monies in the County Travel Revolving Fund in a bank qualified to receive deposits of public funds under the provisions of Chapter 356 of NRS.
- C. Notwithstanding the provisions of any other laws, the County Treasurer or the County Treasurer's deputy shall sign all checks and warrants drawn upon the County Travel Revolving Fund.

SECTION 6. Applications by County Officers, Employees for Advance Funds; Approval by County Commissioners; Issuance of Checks, Warrants.

- A. Any County officer or employee, elected or appointed, may apply for advance monies for traveling expenses and subsistence allowances to be incurred while on travel status in the amounts as provided for in this ordinance by filing a request with the County Manager or Board of County Commissioners.
- B. No request for advance travel monies shall be made in an amount less than \$25.00.
- C. If the Board of County Commissioners or County Manager approves the application for advance travel monies, it shall be forwarded, together with evidence of approval, to the County Treasurer.
- D. Upon receiving a copy of the application and approval from the Board or the County Manager, 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 made payable to the order of the County officer or employee authorized to travel or a representative of same.

SECTION 7. A Travel Advance Shall Constitute a Lien on Accrued Wages of Officer or Employee.

Any amount of advance travel funds issued or released upon approval by the Board of County Commissioners or the County Manager in accordance with this ordinance shall constitute 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 8. Repayment of County Travel Revolving Fund; Traveling Expenses in Excess of Amount Paid to Officer, Employee.

Upon the return of the officer or employee to his/her principal office or upon the termination of any authorized travel status, whichever occurs first, said person shall be entitled to receive any authorized traveling expenses and actual living expenses incurred in excess of the amount advanced in accordance with Section 6 of this ordinance, and a sum equal to the travel advance shall be paid into the County Travel Revolving Fund.

SECTION 9. Payment of Travel Claims Presumed Full Compensation.

Any travel claim filed and paid in accordance with this ordinance shall be considered full compensation for all traveling 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 this ordinance.

SECTION 10. Per Diem Allowances for Travel Advances.

- A. Travel Status of 24 Hours or More; Living Expenses. For the purpose of determining the amount of a travel advance requested by any County officer or employee in accordance with this ordinance, any person requesting travel status for a twenty-four hour period or more shall receive \$30.00 per day in-state and \$17.00 in addition to a reasonable room rate (average standard accommodation) per day out-of-state for anticipated living expenses to be incurred for, or incidental to, the authorized travel. Upon receipt of written justification, the County Commissioners may authorize a

travel advance in excess of the per diem rates noted in this subsection.

- B. Travel Status of Less Than 24 Hours; Living Expenses. For the purpose of determining the amount of a travel advance requested by any County officer or employee in accordance with this ordinance, any person on travel status for less than twenty-two hours during a twenty-four hour period (beginning and ending day of trips and on single-day trips) shall receive \$3.00 for breakfast, \$5.00 for lunch, \$9.00 for dinner, and any other estimated living expenses incidental to such travel.
1. A claimant must leave his principal place of business one and <sup>one</sup> half hours previous to the start of his work to be eligible for a breakfast allowance, must leave at least one hour before or return at least one hour after his normal lunch period to be eligible for a lunch allowance, and must return later than one and <sup>one</sup> half hours after his normal work period to be eligible for a dinner allowance.
- C. Traveling Expenses. For the purpose of determining the amount of a travel advance requested by any County officer or employee for traveling expenses in accordance with this ordinance, a person approved for travel status shall receive the total estimated cost of traveling expenses as provided in this ordinance.

#### SECTION 11. Business Meals.

- A. Any County officer or employee who attends a business meal meeting as a representative of Washoe County, in furtherance of Washoe County business or interests, shall be entitled to reimbursement of the reasonable and necessary expense incurred in the course of attending said business meal meeting, upon approval of the County Comptroller in accordance with this ordinance.
- B. In order for a County officer or employee to receive reimbursement of the reasonable and necessary expense of attending a business meal meeting in accordance with this section, it shall not be necessary for said officer or employee to obtain permission to travel, in accordance with Section 2 of this ordinance. However, no County officer or employee shall submit a claim for reimbursement of the reasonable and necessary expense of a business meal meeting pursuant to this section if said officer or employee is entitled to reimbursement of his/her traveling expenses in accordance with Section 3 of this ordinance.
- C. The County Comptroller shall have authority to request a letter of justification for any claims for reimbursement of reasonable and necessary expenses to attend a business meal meeting in accordance with this section if any such claim appears to be an unreasonable expenditure. A letter of justification shall include the following information:
1. The reason attendance at the business meal meeting was necessary.
  2. The manner in which attendance at said business meal meeting provided for the furtherance of Washoe County business or interests.

- D. No expenses incurred in connection with a business meal meeting pursuant to this section shall be reimbursed unless a receipt or other satisfactory written proof is submitted to the County Comptroller for each business meal expense claimed. Upon review of any claim submitted in accordance with this section by the County Comptroller, all approved claims shall be paid in the manner allowed by law and any claims recommended for denial shall be forwarded to the Washoe County Manager for final action by the Board of Washoe County Commissioners.

SECTION 12. Authorization of Travel for County Officers or Employees Performing Services in the Outlying Areas of Washoe County.

- A. No County officer or employee required to perform services in any outlying area of Washoe County shall be required to submit a request for permission to travel in accordance with Section 2 of this ordinance.
- B. The head of the department in which any County officer or employee required to perform services in any outlying area of Washoe County is employed shall be responsible for determining the number of trips required and the number of personnel required to complete assigned duties in any outlying area of Washoe County. All costs incurred in connection with travel in an outlying area of Washoe County shall be charged to the department in which the traveling officer or employee is employed.
- C. Any County officer or employee who incurs traveling expenses in the Vya and Gerlach areas of Washoe County may charge expenses for meals and lodging to vendors, which vendors shall request reimbursement from Washoe County rather than the County officer or employee. Prior to reimbursement of any vendor in accordance with this subsection, the County officer or employee who incurred any such meal or lodging expense shall provide receipts for same to the head of the department in which said employee or officer was employed, to assure that an accurate accounting will be made when the invoice is received from the vendor.

SECTION 13. Receipts for Transportation by Public Conveyance. The traveler's portion of any bus, railroad or airplane ticket shall be attached to the claim for payment or reimbursement. This portion of the ticket shall be attached to a County officer's or employee's travel claim only if said person 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, transportation company or any other individual, firm, or legal entity supplying public transportation.

SECTION 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. Any department wishing to adopt regulations specifically designed to meet travel problems or needs within said department shall submit the proposed travel regulations to the Board of County Commissioners

at least one month prior to the date the department wishes such regulations to become effective. All such regulations shall be consistent with the provisions of this ordinance, as determined by the Board of County Commissioners.

SECTION 15. Reimbursement of Costs of Alcoholic Beverages or Personal Telephone Calls Prohibited.

When in travel status, no County officer or employee shall be reimbursed for the cost of alcoholic beverages or personal telephone calls incurred in the course of such person's travel status.

SECTION 16. Use of County Vehicles; Unlawful Use.

- A. The policy of the Board of County Commissioners is that County vehicles should be used when practicable before the use of private automobiles.
- B. Unless otherwise authorized by the Board of County Commissioners, only County employees are authorized to drive County-owned vehicles.
- C. Except as provided in Section 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.
- D. It is unlawful to use any County vehicle for other than official purposes.

SECTION 17. Use of Private Automobile for Officer's/ Employee's Convenience; County Policy.

- A. No private automobile may be used in connection with authorized travel in accordance with this ordinance for the personal convenience of any County officer or employee, unless approved by the department head or other supervising authority.
- B. Any County officer or employee traveling by private automobile for personal convenience shall be entitled to reimbursement for only those living expenses that would have been incurred in the event the County officer or employee utilized a County-owned vehicle or public transportation. Any additional living expenses shall be 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 18. Reimbursement for Meals Purchased for Patients, Wards, Prisoners or Inmates.

- A. County officers or employees who purchase any meal for persons in their custody are entitled to reimbursement of the actual cost of such meal, subject to the limits established for County officers or employees in this ordinance. Claims for reimbursement shall be accompanied by a receipt for each meal purchased.
- B. 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.

SECTION 19. Travel, Moving Expenses on Transfer of Employee.

- A. 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.
- B. If the 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.
- C. 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.
- D. 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.

SECTION 20. Repeal of Ordinance No. 232.

The provisions of Washoe County Ordinance No. 232, as amended, regulating in-state and out-of-state travel by Washoe County officers and employees, declaring the 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 an unentitled resolution adopted by the Board of Washoe County Commissioners on June 7, 1971, and rescinding a resolution creating the County Traveling Revolving Fund adopted by the Board of Washoe County Commissioners on June 26, 1972, and providing for other matters properly relating thereto are hereby repealed and no longer effective.

SECTION 21. 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.

SECTION 22. 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.

SECTION 23. Effective Date.

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

Proposed on the 18<sup>th</sup> day of April, 1978.

Proposed by Commissioner Lusk, Nelson, Farr, Stoes + Brown

Passed on the 9<sup>th</sup> day of May, 1978.

Vote:

Ayes: Commissioners: Lusk, Nelson, Farr, Stoes + Brown

Nays: Commissioners: none

Absent: Commissioners: none

[Signature]  
Chairman of the Board

ATTEST:

ALEX COON CLERK

By [Signature] CHIEF DEPUTY

County Clerk

This ordinance shall be in force and effect from and after the 24<sup>th</sup> day of May, 1978, except as otherwise specifically provided herein.

## ORDINANCE 380

Amended by Bill 600, Ordinance 429, Item 79-1310, effective 9-5-79.

Amended by Bill 611, Ordinance 440, Item 79-1852, effective 12-12-79.

Section 3 amended by Bill 667, Ordinance 496, effective 9-4-81.

Title amended, Section 3 amended by correcting mileage allowance and meal expenses.  
Bill 712, Ordinance 541, effective May 26, 1982.