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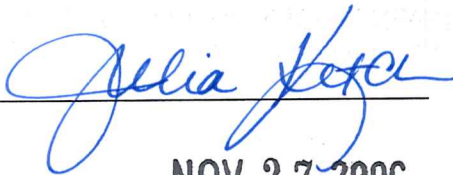
Customer Acct# **349008**  
PO# **ORD 1318**  
Ad# **1000351263**  
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STATE OF NEVADA  
COUNTY OF WASHOE

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 referenced below has published in each regular and entire issue of said newspaper between the dates: **11/17/2006 - 11/24/2006**, for exact publication dates please see last line of Proof of Publication below.

Subscribed and sworn to before me

Signed: \_\_\_\_\_



**NOV 27 2006**



**Proof of Publication**

NOTICE OF ADOPTION WASHOE COUNTY ORDINANCE NO. 1318 NOTICE IS HEREBY GIVEN THAT: Bill No. 1497 Ordinance No. 1318 entitled: An Ordinance amending the Washoe County Code by eliminating specified amounts provided for meals and tips for County employees and officials while traveling in connection with the public business for the County and providing that amounts will be set in accordance with the Internal Revenue Service's "Regular Federal Per Diem Rate Method" and published annually be the County Comptroller and other matters properly relating thereto. was adopted on November 13, 2006 by Commissioners Galloway, Humke, Larkin, and Weber. Commissioner Sferrazza was absent. This ordinance shall be in full force and effect from and after November 24, 2006. Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk, 75 Court Street Reno, Nevada, and can be found on the County Clerk's website, [www.washoecounty.us/clerks](http://www.washoecounty.us/clerks). AMY HARVEY, Washoe County Clerk and Clerk of the Board of County Commissioners No. 351263 November 17, 24, 2006

SUMMARY: An ordinance amending Washoe County Code by eliminating specified amounts provided for meals and tips for county employees and officials while traveling in connection with the public business for the County and providing that amounts will be set in accordance with the Internal Revenue Service's "Regular Federal Per Diem Rate Method" and published annually by the County Comptroller and other matters properly relating thereto.

BILL NO. 1497

ORDINANCE NO. 1318

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY ELIMINATING SPECIFIED AMOUNTS PROVIDED FOR MEALS AND TIPS FOR COUNTY EMPLOYEES AND OFFICIALS WHILE TRAVELING IN CONNECTION WITH THE PUBLIC BUSINESS FOR THE COUNTY AND PROVIDING THAT AMOUNTS WILL BE SET IN ACCORDANCE WITH THE INTERNAL REVENUE SERVICE'S "REGULAR FEDERAL PER DIEM RATE METHOD" AND PUBLISHED ANNUALLY BY THE COUNTY COMPTROLLER AND OTHER MATTERS PROPERLY RELATING THERETO.

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 incidental expenses. Meals and incidental expenses required in conjunction with attending meetings or conducting business for which travel is authorized will be reimbursed at the per diem rates allowed by the Internal Revenue Service to be deducted from federal income tax under the "Regular Federal Per Diem Rate Method" as determined by the county comptroller. When travel status is for a period of less than 24 hours, meals shall be reimbursed individually at the rates established by the U.S. General Services Administration excluding incidentals, which will not be reimbursed for partial days. No receipts are required to obtain reimbursement for the above per diem amounts. 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 receipts 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 oversized, 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 café 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.

[Business Impact Note: The Board of County Commissioners hereby finds that this ordinance does not impose a direct and significant economic burden upon a business, nor does it directly restrict the formation, operation or expansion of a business.]

Proposed on the <sup>oh</sup> 17<sup>th</sup> day of OCTOBER, 2006.  
Proposed by Commissioner HUMKE  
Passed on the 13<sup>th</sup> day of NOVEMBER, 2006.

Vote:

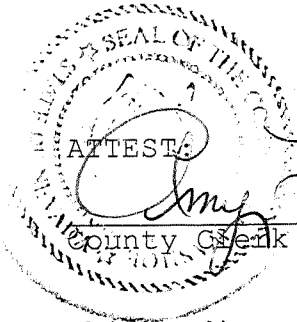
Ayes: LARKIN, WEBER, GALLOWAY, HUMKE

Nays: none

Absent: Sferiazza

Robert M Larkin

Chairman  
Washoe County Commission



Amy Harvey  
County Clerk

This ordinance shall be in force and effect from and after the  
November 24, 2006.

p:ord/5.363final  
PAL 10-9-06