

SUMMARY: Amends Chapter 5 of the Washoe County Code by repealing and amending certain sections of the Travel Regulation Ordinance.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 5 OF THE WASHOE COUNTY CODE BY REPEALING SECTIONS OF THE TRAVEL REGULATION ORDINANCE RELATED TO PER DIEM ALLOWANCES FOR TRAVEL ADVANCES AND RECEIPTS FOR TRANSPORTATION BY PUBLIC CONVEYANCE; AND BY REVISING SECTIONS OF THE TRAVEL REGULATION ORDINANCE RELATED TO: THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS RELATED TO TRAVEL BY COUNTY OFFICERS AND EMPLOYEES; REGISTRATION FEES FOR COURSES, SEMINARS, CONFERENCES AND WORKSHOPS; REQUESTS FOR PERMISSION TO TRAVEL; TRAVEL ACCOUNTS AND SPECIAL ACCOUNTS; EMERGENCY TRAVEL; RECRUITMENT EXPENSES; MOVING EXPENSES; PAYMENT OF TRAVEL EXPENSES; TRANSPORTATION EXPENSES; LIVING EXPENSES; LOCAL BUSINESS EXPENSES; LEGISLATIVE AND LOBBYING EXPENSES; ADVANCE PAYMENTS; TRAVEL ADVANCES CONSTITUTING A LIEN ON A COUNTY OFFICER OR EMPLOYEE'S ACCRUED WAGES; FILING TRAVEL CLAIMS; TRAVEL AUTHORIZATION FOR EMPLOYEES PERFORMING SERVICES IN THE OUTLYING AREAS OF WASHOE COUNTY; DEPARTMENTAL REGULATIONS CONCERNING TRAVEL; USE OF COUNTY VEHICLES; USE OF PRIVATE VEHICLES; TRAVEL AND MOVING EXPENSES UPON AN EMPLOYEE'S TRANSFER; PROHIBITION OF SALARY ADVANCES.

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

SECTION 1. Sections 5.377 and 5.383 are hereby repealed.

SECTION 2. Section 5.353 of the Washoe County Code is hereby amended to read as follows:

5.353 Policy of the board of county commissioners **related to travel.**

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~~ The board of county commissioner's' **approval** of the final budget for the fiscal year and appropriate adjustments made to travel accounts and special accounts as set forth in section 5.356, constitutes approval for an ~~elected or appointed~~ department head to approve travel requests submitted

by county officers and employees employed by that department, provided **that:**

(a) the travel is consistent with the provisions of section 5.351 to 5.395, inclusive; and

(b) the costs for such travel are included in the department's travel account or special account as provided in section 5.356.

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

(a) Assure the seminar, conference or other meeting is consistent with county policy and to determine if more than one individual should attend.

(b) Determine if the travel costs are included within the **department's** travel account or special account referred to in section 5.356 ~~in the department's budget.~~

(c) ~~Make~~ **Request** appropriate adjustments to the department's budget throughout the year to ensure sufficient funds are available in the department's travel account or special account to pay for such travel as set forth in section 5.356.

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

SECTION 3. Section 5.354 of the Washoe County Code is hereby amended to read as follows:

5.354 ~~Requests for r~~Registration fees for courses and, seminars, conferences and workshops.

1. ~~Registration fees for c~~**County officers and employees for who attend** courses, seminars, **conferences**, workshops or similar meetings **may request payment of such registration fees by forwarding a request, authorized by their department head, to the county comptroller, along with a copy of the registration form.** ~~Registration fee requests for courses, seminars, conferences or workshops~~ 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 **the above authorized registration fees** from his **or her** personal funds ~~any registration fees for any course, seminar, workshop or similar meeting, the officer or employee may request reimbursement after his attendance will be made only by submission~~**ting to the county comptroller of an authorized travel and per diem claim, together with a registration fee receipt, along with** and copy of the registration form, **to the county comptroller.**

3. ~~Except for persons described in section 5.355(3)(a) and~~

~~(b), requests for r~~Registration fees **requests** for non-county personnel ~~for who attend~~ courses, seminars, **conferences**, workshops or similar meetings must be submitted by a department **head** to the board of county commissioners for approval. ~~If the course, seminar, workshop or similar meeting is to be held outside of Washoe County, such requests may be submitted along with the request for permission to travel as provided in section 5.355. Requests for approval must provide information on how attendance at the course, seminar, conference, workshop or similar meeting serves a county purpose. Nothing in this section or in section 5.355 requires board approval under those sections if the travel is part of an approved contract for services.~~Where feasible, registration fee requests for non-county personnel should be submitted to the board of county commissioners prior to attendance at the course, seminar, conference, workshop or similar meeting, and must be approved by the board prior to payment of such registration fees. If the course, seminar, conference, workshop or similar meeting is to be held outside of Washoe County, such requests must be submitted along with the request for permission to travel as provided in section 5.355.

4. For members of the district board of health, ~~requests for registration fees~~ **requests** for courses, seminars, **conferences**, workshops or similar meetings must be approved by the district board of health. For persons described in section 5.355(3) (b), ~~requests for registration fees~~ **requests** for courses, seminars, **conferences**, workshops or similar meetings ~~may~~ **must** be approved by the ~~department head~~ **sheriff**, who shall ~~make a report to the board of county commissioners on~~ how attendance at the course, seminar, **conference**, workshop or similar meeting serves a county purpose.

SECTION 4. Section 5.355 of the Washoe County Code is hereby amended to read as follows:

5.355 Requests for permission to travel; forms; **county comptroller authorized to pay travel expenses.**

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 **who travel outside Washoe County** ~~are required to~~ **must** submit a travel request to the appropriate elected or appointed department head ~~who~~. **The department head** will review the request and either approve or disapprove the request ~~based upon the provisions of~~ **in accordance with** 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~~ **requests by other than county officers and employees for non-county personnel must serve a county purpose** and must be approved by the board of county commissioners ~~prior to such travel and~~. **Where feasible, travel requests for non-county personnel should be submitted to the board of county commissioners prior to the travel, and must be approved by the board** prior to payment of any travel expenses ~~or subsistence~~. Once approved, payment for meals, transportation, **baggage fees** and lodging must conform to ~~the provisions of the Travel Regulation Ordinance~~. ~~Travel expenses and subsistence allowance which conforms to the provisions of the Travel Regulation Ordinance are authorized~~ **sections 5.351 to 5.395, inclusive.** ~~For the following persons, authorization may be given with the limitations below:~~

(a) For members of the district board of health, provided the district board of health has approved such travel.

(b) ~~For persons identified on the then current auxiliary or patrol reserve~~ **members of the roster(s) maintained by the sheriff's office, such as volunteers, auxiliary or reserves,** ~~where such travel and subsistence is requested by the sheriff in furtherance of county business~~ **provided the sheriff has approved such travel** and ~~where the costs thereof have been included in the sheriff's travel account.~~

(c) For persons whose expertise or services are necessary ~~in order~~ to assist in an emergency where the health, safety or welfare of the general public may be threatened ~~without the immediate assistance of such persons~~, and only where the department head has requested ~~that~~ **such** expertise or service. The department authorizing such travel expenses ~~or subsistence allowance~~ must report to the board of county commissioners at the next regular meeting where the item can be scheduled regarding the circumstances of such request and the amounts authorized ~~for travel and subsistence~~.

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~~ **the county manager or** a department head to certify whether the request for payment will or will not overdraw the **county manager's or** department's travel account or special account ~~as provided in section 5.356, and f.~~ **For requests which would overdraw that a department's** travel account or special account ~~as provided in section 5.356, the~~

form must provide for the budgetary reallocations required by section 5.356.

~~65. The claimant for~~ **An individual claiming** travel reimbursement shall attest to the accuracy of the claim by signing the face of the form.

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

7. Nothing in this section requires approval by the board of county commissioners if the travel is part of an approved contract for services.

SECTION 5. Section 5.356 of the Washoe County Code is hereby amended to read as follows:

5.356 Travel account; special account; ~~certification by department head that travel is within departmental travel account or special account;~~ adjustments to travel and special accounts **approved by budget manager;** travel expenses included within approved **final** budget ~~or adjusted budget~~ constitutes approval for payment.

1. The county manager and **each** department heads shall include in his or her proposed budget an estimated amount to pay for travel expenses for the fiscal year. Within the department's proposed budget, the amount may be shown in a travel account and/or in a special account established for the purpose of carrying out an official function of the department where travel is necessary, but incidental to that function. The following types of functions for special accounts are provided for illustration purposes only: extraditions, witness transport, investigations, child/foster care accounts. **Each** department heads shall notify the county comptroller of any special account(s) used by that department for travel purposes. As needed throughout the year, the county manager and department heads shall ~~make request~~ appropriate adjustments ~~to their respective from within their existing~~ budgets ~~as provided in subsection 2,~~ to ensure sufficient funds are available in their travel accounts or special accounts ~~to pay travel expenses.~~

2. In the event ~~that the amount included in the county manager's or a department's~~ a travel account or special account is insufficient to pay for all travel expenses for that **fiscal** year, the county manager or the **appropriate** department head shall, if funds are available, reallocate money from another part of his or her budget into ~~his or her~~ **the** travel account or special account ~~in an amount sufficient to pay for the increase in the travel expenses.~~ Any such reallocations shall be ~~approved by the director of the finance division and reported to~~

~~the county manager and the board of county commissioners at the next regular meeting of the board and recorded in the minutes of that meeting~~ **reviewed and approved by the budget manager, or person otherwise designated to administer the budget.** In the event the county manager or the department has insufficient funds available in its budget to reallocate, the county manager or department head must request **that** the board of county commissioners make additional appropriation to his or her budget to pay for such ~~increases in~~ travel expenses.

3. ~~Approval of the final budget by t~~The board of county commissioners' **approval of the final budget** for the fiscal year and ~~appropriate adjustments made to the travel accounts and special accounts throughout the year as provided herein,~~ constitutes approval for travel and payment therefor. Any request for advance money for travel or reimbursement of travel expenses must be accompanied by the certification of the county manager or department head that payment of the amount or expenses sought by the request would not overdraw the department's budgeted amount for travel.

4. ~~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.~~

5. ~~The board of county commissioners authorizes the payment of money for advance travel and reimbursement for travel expenses for all properly completed and certified requests for permission to travel forms.~~

SECTION 6. Section 5.357 of the Washoe County Code is hereby amended to read as follows:

5.357 Emergency travel; "emergency" defined.

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

2. In cases of emergency where a request for permission to travel form cannot be presented prior to such travel, ~~as provided in section 5.355,~~ the department head or his **or her** designee ~~shall~~ **may** approve the travel and submit **a travel claim** to the county comptroller ~~a travel claim~~ indicating the nature of the emergency and the expenses paid, along with supporting ~~justification~~ **documentation.** ~~The comptroller shall either~~

~~approve or disapprove the claim.~~ If the comptroller approves the claim, payment shall be made from available funds ~~from that~~ **in the** department's travel account or special account.

3. In cases of emergency where county officers or employees are assigned to work through normal meal or rest periods, ~~a county officer or employee may be~~ **the department head or his or her designee may approve** reimbursement ~~the rates for meals at the rates~~ set forth in section 5.363 without submitting receipts and ~~upon department head approval.~~

4. ~~In the event of an emergency requiring travel under the provisions of the Travel Regulation Ordinance where the costs for that emergency travel would exceed the amount budgeted for travel by that department, the department head may~~ **nonetheless** 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:

(a) **certification that an emergency exists which specifies the nature of the emergency; and**

(b) ~~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 ~~obtain approval from the finance division~~ **submit a request to the budget manager, or person otherwise designated to administer the budget,** to reallocate money from another part of the department's budget **into the department's travel account or special account** and ~~report same to the board of county commissioners or submit a request for additional appropriations to the department's budget as provided in section 5.356.~~

SECTION 7. Section 5.358 of the Washoe County Code is hereby amended to read as follows:

5.358 Recruitment expenses.

1. ~~In an effort to be competitive in recruiting management level employees, it is the policy of the board of county commissioners to pay recruitment expenses consistent with this section.~~

2. ~~Upon approval of the county manager or his~~ **or her** designee, expenses incurred for travel, meals and lodging by candidates competing for management positions as designated on the unclassified management salary schedule shall be reimbursed at the same rates **as would be payable to** county officers and employees. ~~In addition and s~~Subject to the same limitations, the county manager or his **or her** designee may **also** approve reimbursement for expenses incurred by candidates **competing** for

positions other than those listed on the unclassified management salary schedule, when reimbursement is deemed necessary ~~in order to attract top quality candidates for such positions in the event the county is otherwise unable to attract qualified candidates.~~

~~32.~~ In the event the director of human resources deems it necessary to obtain subject matter experts to assist ~~the department of human resources~~ in the recruitment, **assessment, examination** and/or selection of candidates for employment with the county, the county manager or his **or her** designee may authorize reimbursement of expenses incurred by those experts, ~~subject to~~ **at** the same rates as would be payable to county officers and employees ~~under the travel regulations.~~

~~4. Except as otherwise provided herein and to the extent feasible, the requirements of the travel regulations that apply to county officers and employees also apply to candidates and subject matter experts seeking reimbursement pursuant to this section.~~

~~53.~~ To obtain reimbursement pursuant to this section, original receipts for expenses incurred, except for **the** meal per diem reimbursement, must be submitted to the comptroller for payment.

~~6. Recruitment expenses as provided for in this section are not included in a department's travel budget.~~

SECTION 8. Section 5.3581 of the Washoe County Code is hereby amended to read as follows:

5.3581 Moving expenses.

~~1. In an effort to be competitive in recruiting management level employees, it is the policy of the board of county commissioners to pay moving and travel expenses consistent with this section.~~

~~2.~~ Upon approval of the county manager or his **or her** designee, reasonable and necessary moving expenses incurred by a candidate accepting employment for a management level position as designated on the unclassified management salary schedule may be reimbursed in accordance with the provisions set forth herein. Costs incurred ~~by a candidate for the candidate's~~ travel, meals and lodging **incurred by such candidates** in ~~moving~~ **relocating** to the Truckee Meadows area may be reimbursed at the same rates **as would be payable to** county officers and employees, except as provided in subsection **43.**

~~32.~~ Moving expenses are limited **to:**

(a) The costs incurred in moving normal household goods and personal effects from the employee's old residence to the new residence (which includes the costs of packing and transporting

household goods) if the distance from the old residence to the new residence exceeds 100 miles;

(b) The cost of moving one of the employee's vehicles; and

(c) ~~The~~ **Costs** incurred for storage (not to exceed 90 days) of normal household goods and personal effects after ~~these goods and effects~~ **items** have been moved to the Truckee Meadows area.

43. The cost of traveling by vehicle is reimbursable at the rate of travel by private vehicle ~~as set forth in section 5.361(4).~~ ~~The reimbursement, and~~ is limited to one of the employee's vehicles. ~~The mileage will be determined by the county comptroller by reviewing standard travel service maps (for example, AAA) using the most direct major interstate routes.~~

54. To obtain reimbursement pursuant to this section, the individual must be a county employee at the time reimbursement is sought and paid. The employee must submit original receipts for expenses incurred (except as provided in subsection 43) to the comptroller. ~~In addition, an~~ **The** employee seeking reimbursement pursuant to this section must **also** sign a disclosure statement certifying that ~~either he or she~~ **he or she** has not received, **nor will not receive, any** reimbursement for moving and travel expenses from any other source(s); or, if he **or she** has received or will receive reimbursement **from any other source(s), a statement** disclosing the amount of reimbursement from ~~other these~~ source(s). In the event the employee has received or will receive partial reimbursement from other source(s), payment of moving and travel expenses under this section is limited to the difference between the actual costs reimbursable under this section and the amount received or to be received from the other source(s).

SECTION 9. Section 5.359 of the Washoe County Code is hereby amended to read as follows:

~~5.359~~ **5.352 Reimbursement** ~~Payment~~ of travel expenses. Except as otherwise provided by law, **and except for travel to Carson City,** when any county officer or employee is entitled to receive ~~expenses in~~ **compensation for** the transaction of public business outside ~~the municipality or other area in which the person's principal business office is located~~ **of Washoe County,** such person shall be paid necessary travel, **transportation and living** expenses, ~~including living expenses as specified herein,~~ if substantiated in the manner provided ~~by the Travel Regulation Ordinance in sections 5.351 to 5.395, inclusive.~~ For purposes of this section, **and except for travel to Carson City,** employees are on travel status if they are outside of Washoe County.

SECTION 10. Section 5.361 of the Washoe County Code is hereby amended to read as follows:

5.361 ~~Travel~~**Transportation** expenses: **public air transportation; private vehicles; county vehicles; rental cars; other transportation 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 **for transportation expenses** based on an application for advance travel funds and/or 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 **the** total cost ~~of transportation, and 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 Public air transportation. Air travel may be booked through travel agents is encouraged to obtain the best fare and to expedite payment, directly through the airline, or online through third-party travel vendors. ProCards may be used to purchase air travel, provided a request for permission to travel form is on file with the county comptroller. 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. Any monetary or non-monetary credits resulting from cancellation of air transportation revert to the county. For purposes of this section, "public air transportation" means scheduled air service by recognized airlines and does not include privately chartered air transportation.~~

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 pPrivate vehicles. Private vehicles may be permitted used to conduct county business whenever practicable.~~ The rate of the mileage allowance is the standard mileage reimbursement rate allowed by the Internal Revenue Service to be deducted from federal income tax, and which is in effect at the time the mileage is traveled as determined by the county comptroller. ~~In addition, t~~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~~ **to conduct** 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.~~

~~65. County vehicles. County vehicles are available for county authorized travel from the county motor pool~~ **may be used to conduct county business if available and with department head approval.** When county vehicles are being used for travel pursuant to sections 5.351 to 5.395, inclusive, only county officers and employees may drive such vehicles.

~~76. Rental cars. Rental cars may be used to conduct county business, as long as the county officer or employee obtains prior approval for such rental on the request for permission to travel form. Insurance paid for rental cars is not a recoverable expense.~~

~~87. No compensation shall be allowed for transportation to and or from a county officer or employee's home and the principal business office.~~

8. All other ~~travel~~ **transportation** expenses, such as ~~convention registration fees (including supplies and other material required for attendance at the convention or conference), taxis, air porter or limousine fare,~~ **ground transportation, baggage fees,** parking ~~or vehicle storage fees,~~ or ~~any other office expenses which are not a part of food and lodging living expenses,~~ **will shall be incurred at the least possible cost to the county, and may be paid in addition to the transportation expenses noted in this section. as long as the county officer or employee submits proper** ~~Rreceipts must be obtained, and. a~~ 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~~ **transportation** ~~costs 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 11. Section 5.363 of the Washoe County Code is hereby amended to read as follows:

5.363 Living expenses: Meals and incidental expenses; lodging; miscellaneous expenses; telephone calls.

1. In addition to the ~~travel~~ **transportation** 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 incurred in~~ 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 ARegular Federal Per Diem Rate Method~~ **established by the U.S. General Services Administration** 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~~ **expenses include fees and tips for porters, baggage carriers and hotel staff, and** will not be reimbursed for partial days.

(1) No receipts are required to obtain reimbursement for the above per diem amounts.

(2) 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.

(3) No reimbursement shall be made for any banquet or dinner which is not related to **county** business but which is provided primarily for the entertainment of those in attendance.

(4) **When registration fees for a conference, seminar or similar business meeting, or when hotel or other lodging fees include a meal, county officers or employees shall not request double reimbursement for the cost of that meal.**

(5) No reimbursement will be made for in-flight meals included in the cost of airfare.

(6) No reimbursement will be made for any meal purchased in the Reno-Sparks area. For purposes of this section, if departure from the Reno-Sparks area is after 7:30 a.m., reimbursement for breakfast will not be made. If departure is after 11:00 a.m., reimbursement for lunch will not be made. If return to the Reno-Sparks area is prior to 6:30 p.m., reimbursement for dinner will not be made.

(b) Lodging. Each county officer or employee shall be selective and prudent in choosing lodging. No reimbursement for lodging may be made without a receipts. Credit card receipts are not an acceptable substitute for the original itemized 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 **county** 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 **may be reimbursed with proper receipts.** Tips for baggage may not exceed \$1 per bag. Tips to maids will not be reimbursed. Taxi fare for **Ground** transportation to a café or restaurant will not be reimbursed unless the hotel or motel where the employee is **county officer or employee's** lodging has no facilities to provide the same a **similar** 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.** **Work-related** telephone calls which are work related and charged to a telephone credit card or billed to the **county officer or employee's** hotel room **personal cell phone or lodging** will be reimbursed **unless the officer or employee has a county-issued cell phone, in which case, all telephone calls must be made using the county-issued phone.** The billing must reflect the ~~county~~ number called, ~~or~~ **and the officer or employee must include** 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 12. Section 5.364 of the Washoe County Code is hereby amended to read as follows:

5.364 Local business expenses.

1. ~~Except as otherwise provided in subsection 3 below, u~~Upon approval of the county manager **or his or her designee**, a county officer or employee may obtain reimbursement for reasonable and necessary, actual expenses incurred in conducting county business provided that ~~an amount~~ **available funds** ~~hasve~~ 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 does not include partisan political functions, events or meals, even though topics affecting the county may be discussed.

3. A department may use a petty cash fund to ~~provide money to~~ department **reimburse county** officers and employees ~~to be used exclusively~~ for parking fees incurred in connection with ~~the conduct of~~ county business. **To obtain reimbursement,** Aa county officer or employee ~~may obtain money from the petty cash fund maintained by a department for the purpose of paying parking fees incurred in connection with county business upon must~~ signing a form ~~to be provided by the comptroller's office~~ which indicates the amount used, the date, location, ~~and the business conducted,~~ **and must submit the form to the comptroller's office.** A county officer or employee shall not use ~~any such money so~~ obtained for the purpose of **to** paying for parking **fees** in connection with that officer's or employee's regularly assigned work location. ~~However, in the event that a county officer or employee is assigned a county vehicle for use on county business and upon return to that officer's or employee's regularly assigned work location finds that his assigned parking space is occupied by an unauthorized vehicle, the officer or employee may use the money to pay for parking.~~

4. ~~A county officer or employee assigned a county vehicle that is issued a parking ticket, is not responsible for payment of the ticket if the ticket was issued for overtime parking violation due to the inability of the officer or employee to return to the vehicle within the allotted time on the meter based upon circumstances beyond the control of the officer or~~

~~employee. In such event, the county officer or employee shall give the ticket to his or her supervisor within 24 hours of receiving the ticket.~~

SECTION 13. Section 5.365 of the Washoe County Code is hereby amended to read as follows:

5.365 Legislative and lobbying expenses.

1. The board of county commissioners ~~hereby~~ finds that in order to provide for the security and welfare of the inhabitants of Washoe County, ~~that it is necessary for county officers and employees to participate in the State of Nevada's biennial legislative process, including~~ legislative and lobbying activities ~~which occur in intervening years~~ **at the local, state and national level**, and that in so doing, those county officers and employees are carrying out public business. ~~The board of county commissioners further finds that the security and welfare of county inhabitants also necessitates participation by county officers and employees in federal legislative processes, before both Congress and federal agencies, and in local government legislative and lobbying activities, and that such participation and lobbying is the public business of Washoe County.~~

2. ~~As further provided below, the~~ board ~~hereby~~ authorizes payment of reasonable and necessary expenses incurred in furtherance of **the** legislative activities of Washoe County, including, ~~transportation~~ **expenses**; lodging and meals ~~of for~~ county officers, lobbyists or employees; ~~entertainment, gifts or other related expenses which are normal, usual and customary legislative expenses of other local governments; and~~ **expenses for** supplies, equipment, facilities, personnel and services needed to support the legislative activity.

~~(a)~~ **3.** For ~~these~~ county officers and employees engaged in legislative and lobbying activities in accordance with this section, ~~and except as otherwise provided herein,~~ meals will be reimbursed based upon the rates set forth in section 5.363 (except that such amounts may not be used to purchase alcohol ~~for the county officer or employee~~) and no receipts are required. For meals at which legislators, federal, state or local government officers and employees or other non-county persons engaged in lobbying efforts are in attendance, and where the amount set forth in section 5.363 is insufficient, meals will be reimbursed at cost (excepting ~~therefrom any~~ **that such amounts may not be used to purchase** alcohol ~~purchased for the county officer or employee~~) upon submission of receipts.

~~(b)~~ Any gifts purchased must be appropriate for the circumstance, ~~must be of minimal value not to exceed \$50 unless approved by the county manager, and must be presented so as to~~

~~clearly indicate the gift is from "Washoe County."~~

34. Requests for payment or reimbursement shall be made on forms prescribed by the comptroller. Such requests shall include the following information: date of purchase, acquisition or meeting; location; individuals present; and the county purpose served. Any request for payment or reimbursement for legislative and lobbying activities as set forth herein must be approved by the county manager, ~~or his~~ **or her** designee, or by the department head prior to payment or reimbursement.

45. The county manager and each department head desiring to do so shall identify an amount in their budget for legislative and lobbying activities. Once the budget is approved, all ~~approved~~ **authorized** expenditures for legislative and lobbying activities shall be paid from the amount identified in the budget for that purpose. In the event ~~that~~ the amount identified ~~in the county manager's or a department head's budget~~ is or may be overspent, the county manager or department head shall ~~make~~ **request** appropriate adjustments to its budget **in accordance with section 5.356.**

SECTION 14. Section 5.369 of the Washoe County Code is hereby amended to read as follows:

5.369 ~~Issuance of checks, warrants~~ **Advance payments.**

1. Upon receiving the properly completed ~~and certified~~ request for permission to travel **form** and all **necessary** supporting documentation, the county comptroller ~~or his deputy~~ may issue a ~~check or a warrant~~ **payment for in** the amount of the advance requested, made payable to the ~~order of the~~ county officer or employee **who is** authorized to travel or his representative.

2. No request for advance travel money shall be made in an amount less than ~~\$40~~**100**.

SECTION 15. 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 county officer, or employee. Payment of an advance **travel** request ~~made in accordance with the Travel Regulation Ordinance~~ constitutes a lien in favor of the county upon the accrued wages of the requesting **county** officer or employee in an amount equal to the sum advanced, but the county ~~treasurer~~ **comptroller** may advance more than the amount of accrued wages of the officer or employee.

SECTION 16. 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 1 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~~ sections 5.351 to 5.395, inclusive, shall be considered full compensation for all travel, **transportation** 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 17. Section 5.381 of the Washoe County Code is hereby amended to read as follows:

5.381 Authorization of travel for county officers, and employees performing services in the outlying areas of Washoe County.

1. ~~No eCounty officers or and employees who are~~ required to perform services in any outlying area of the county ~~shall be required to~~ **need not** submit a request for permission to travel in accordance with section 5.355. **For the purposes of this section, outlying areas of the county include, but are not limited to, Incline Village, the Pyramid Lake area, and the Wadsworth, Empire, Gerlach and Vya areas.**

2. The **department** head ~~of the department in which any county officer or employee required to perform services in any outlying area of the county is employed~~ **such officers and employees** 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 the county. All costs incurred in connection with travel in an outlying area of the county shall be charged to the department in which the traveling officer or employee is employed.

3. A county officer or employee who incurs travel expenses in the Vya and Gerlach areas of the county may charge expenses for meals and lodging to vendors, which vendors shall request reimbursement from the county rather than the county officer or

employee. Prior to reimbursement of any vendor in accordance with this section, the county officer or employee who incurred any such meal or lodging expense shall provide receipts for the same to the head of the department in which such officer or employee was employed in order to assure that an accurate accounting will be made when the invoice is received from the vendor.

SECTION 18. Section 5.385 of the Washoe County Code is hereby amended to read as follows:

5.385 Departmental regulations concerning travel. ~~Travel regulations presented in detail greater than used in the Travel Regulation 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 d~~**Departmental travel regulations must be** consistent with the provisions of the Travel Regulation Ordinance. Any department wishing to adopt **or amend travel regulations so that they are** specifically designed to meet **the department's** ~~travel problems or needs within such department shall submit the proposed travel regulations to the board of county commissioners at least 1 month prior to the date the department wishes such regulations to become effective. All such regulations shall be consistent with the provisions of the Travel Regulation Ordinance, as determined by the board of county commissioners.~~

SECTION 19. Section 5.389 of the Washoe County Code is hereby amended to read as follows:

5.389 Use of county vehicles.

1. ~~The policy of the board of county commissioners is that private vehicles may be used whenever practicable in the conduct of county business as described in this Travel Regulation Ordinance. Reimbursement will be made pursuant to section 5.361(4) of this ordinance. It is the employee's responsibility to assure that their personal automobile insurance policy is appropriate for the use of their private vehicle for the conduct of county business.~~

2. ~~Unless otherwise authorized by the board of county commissioners, only county officers or employees are authorized to drive county-owned vehicles.~~

3. ~~County officers and employees may use a county vehicle for transportation relating to their official duties, and other public activities or functions,~~ **provided a county vehicle is**

available and with department head approval. For purposes of this section, public activities or functions are those which the county officer or employee would be expected to attend by virtue of their office or assigned job duties. Activities and functions which are **political, which are primarily** related to private enjoyment, ~~political activities or functions,~~ or ~~activities or functions~~ which are primarily designed in ~~furtherance of~~ **to further** private personal gain are not considered public activities or functions. ~~Nothing in this section is intended to abrogate the requirements of NRS 281.481(7).~~

2. Unless otherwise authorized by the board of county commissioners, only county officers or employees may drive county-owned vehicles.

43. Except as otherwise provided, county officers and employees may use a county vehicle to transport other persons who are:

- (a) Engaged in the same public business;
- (b) Attending the same county or public activity or function;
- (c) In the custody or care of county officers and employees in the course of official county business; or
- (d) Being transported as part of a county sponsored or county co-sponsored activity, event, or program. In such event, the department head must contact the county's ~~risk manager~~ **comptroller** who will determine whether ride-a-long waiver(s) must be executed.

SECTION 20. Section 5.391 of the Washoe County Code is hereby amended to read as follows:

5.391 Use of private vehicles; ~~county policy.~~

1. Private vehicles may be used to conduct county business whenever practicable. Mileage reimbursement will be made pursuant to section 5.361(4).

2. It is the employee's responsibility to assure that their personal automobile insurance policy is appropriate for the use of their private vehicle in conducting county business.

3. 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 21. Section 5.395 of the Washoe County Code is hereby amended to read as follows:

5.395 Travel, moving expenses on transfer of employee.

1. If a county department transfers, for the convenience of the county, any **permanent** employee ~~with permanent status~~ from one location to another for permanent assignment, the department may pay the **employee's** 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 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.~~

~~32.~~ 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.

43. All requests for payment of travel expenses, ~~subsistence allowances~~ and moving expenses shall be submitted to the county manager before obligations are incurred. Upon approval by the county manager, claims shall be submitted for payment in the same manner as other claims against the county from funds available to the department.

SECTION 22. Section 5.421 of the Washoe County Code is hereby amended to read as follows:

5.421 Salary advances prohibited.

1. All **county** officers and employees, ~~full-time, part-time or temporary, of Washoe County~~ shall be paid their salaries at regular intervals fixed by law, ordinance or resolution. Salaries for a regular pay period shall not be paid before the day following the last day of a regular pay period in which such salary is earned; but salary checks shall be issued not later than 10 calendar days following the end of each regular pay period.

2. In no event shall **county officers and employees be given any salary** advance ~~payment be made~~ upon salary anticipated to be earned, nor shall any salary be paid on any day except upon a regular payday, set pursuant to the provisions of this section, unless an employee has been terminated at the county's

instigation.

[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 _____ day of _____, 2018.

Proposed by Commissioner _____.

Passed on the _____ day of _____, 2018.

Vote:

Ayes:

Nays:

Absent:

Chair
Washoe County Commission

ATTEST:

County Clerk

This ordinance shall be in force and effect from and after
_____, 2018.