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STATE OF NEVADA  
COUNTY OF WASHOE

ss. Mary Cook

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:

Of City Ordinance No. 896

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

Jan. 25

Feb. 1

Signed Mary Cook

Subscribed and sworn to before me this  
1st day of February, 1994

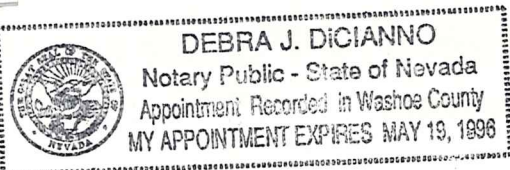
Debra J. Dicianno

Notary Public

**PROOF OF PUBLICATION**

NOTICE OF COUNTY ORDINANCE  
NO. 896

NOTICE IS HEREBY GIVEN that Ordinance No. 896, Bill No. 1071, entitled,  
AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING THE TRAVEL REGULATIONS PERTAINING TO COUNTY OFFICERS AND EMPLOYEES AND OTHER MATTERS PROPERLY RELATING THERETO.  
was adopted on January 18, 1994, by Commissioners Larry Beck, Steve Bradhurst, Dianne Cornwall, Gene McDowell, and Jim Shaw, and will become effective on February 1, 1994. Typewritten copies of the ordinance are available for inspection by all interested persons at the office of the County Clerk at the County Courthouse, Virginia and Court Streets, Reno, Nevada.  
Judi Bailey, County Clerk  
No. 336 Jan 25; Feb 1, 1994



896 ✓

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

BILL NO. 1071

ORDINANCE NO. 896

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

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

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

5.353 Policy of the board of county commissioners.

1. It is the policy of the board of county commissioners that travel be kept to an absolute minimum consistent with the efficient conduct of county business.

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

- (a) Assure the appropriateness of a seminar, conference or other meeting and to determine if more than one individual should attend.
- (b) Determine if travel costs would cause the department's budget to be exceeded.
- (c) Deny authorization for travel or expenditures for travel which will overdraw the department's budget unless the department has sought and obtained additional appropriations to that department's budget in conjunction with the travel authorization.

SECTION 2. Section 5.361 of the Washoe County Code is hereby amended to read as follows:

5.361 Travel expenses.

1. Each county officer or employee who is authorized to travel in accordance with sections 5.351 to 5.395, inclusive, shall receive an allowance based on an application for advance travel funds and reimbursement for transportation expenses incurred while traveling in connection with the public business of the county, as long as those expenses are incurred in conformance with sections 5.351 to 5.395, inclusive.

2. Transportation expenses shall be incurred at the least possible cost to the county, considering total cost of transportation, time spent in transit, and the availability of county-owned automobiles.



3. When utilizing air transportation, travel shall be arranged at discount airfare, unless such service is unavailable. If unavailable, travel should be arranged at coach airfare. 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 is the mileage rate paid per mile as specified by NRS 281.160. However, if this amount is greater than the amount allowed under Internal Revenue Service Regulations for tax purposes, then the mileage rate shall be the maximum amount allowable by the Internal Revenue Service. In addition, the allowance for travel by private conveyance 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 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 is 12 cents per mile traveled. Payment of any amount for this mode of transportation is contingent on compliance with section 5.391.

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

7. All other travel expenses, such as convention registration fees (including supplies and other 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, 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.

8. To obtain reimbursement for a rental car, an officer or employee must justify the need for a rental car on the request for travel or upon demand of the comptroller.

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

Proposed on the 28th day of December, 1993.

Proposed by Commissioners Steve Bradhurst.

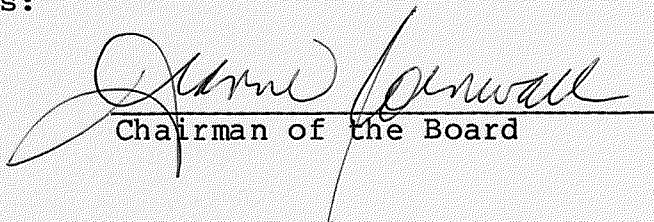
Passed on the 18th day of January, 1994.

Vote:


Ayes: Commissioners: Larry Beck, Steve Bradhurst,  
Dianne Cornwall, Gene McDowell, Jim Shaw.

Nays: Commissioners:  
None.

Absent: Commissioners:  
None.

  
Chairman of the Board

ATTEST:

  
County Clerk

This ordinance shall be in force and effect from and after the 1st day of February, 1994.