

## TRAVEL REGULATIONS PERTAINING TO COUNTY OFFICERS AND EMPLOYEES

### 5.351 - Short title.

Sections 5.351 to 5.395, inclusive, may be referred to as the "travel regulation ordinance."

### 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. Approval by the board of county commissioners 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 the travel is consistent with the provisions of section 5.351 to 5.395, inclusive, and 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 travel account or special account referred to in section 5.356 in the department's budget.
  - (c) Make 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, hotel/motel accommodations and related charges, and per diem for county officers and employees only.

(Ord. No. 440, § 1; Ord. No. 794; Ord. No. 896; Ord. No. 937; Ord. No. 1044)

### 5.3531 - Expenditures of forfeiture money and fraud check money exempted from certain provisions of the travel regulation ordinance.

1. NRS 179.1187 provides that the governing body controlling each law enforcement agency that received proceeds from the sale of forfeited property shall establish with the county treasurer, as custodian, a special account for the proceeds of the sale of forfeited property. Pursuant to NRS 179.1187, the county treasurer has established a Washoe County forfeiture account. subsection 2 of NRS 179.1187 provides in part that money in the account may be used for any lawful purpose deemed appropriate by the chief administrative officer of the law enforcement agency subject to the restrictions noted therein.
2. NRS 205.471 provides that the district attorney may collect a fee from any person who draws or passes a check or draft in violation of a provisions of the chapter and sets forth the amount of fee that may be collected. subsection 3 of NRS 205.471 provides that the money collected from the fees must be deposited in the county treasury in an account to be administered by the district attorney. That subsection further provides that the district attorney may use money in the account consistent with the restrictions noted therein.
3. Expenditures made with respect to noncounty personnel pursuant to NRS 179.1187 and NRS 205.471 as set forth in subsections 1 or 2 above are exempt from the travel regulation ordinance contained in sections 5.351 to 5.395, inclusive.

4. Expenditures made pursuant to NRS 179.1187 or NRS 205.471 as set forth in subsections 1 or 2 above are exempt from section 5.364 of the Code.
5. Expenditures made pursuant to this section may be subject to internal audit for compliance with NRS 179.1187 and NRS 205.471.

(Ord. No. 1100, § 2)

5.354 - Requests for registration fees for courses and seminars.

1. Registration fees for county officers and employees for courses, seminars, workshops or similar meetings 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 from his personal funds any registration fees for any course, seminar, workshop or similar meeting, reimbursement after his attendance will be made only by submission to the county comptroller of an authorized travel and per diem claim, together with a receipt and copy of the registration form.
3. Except for persons described in section 5.355(3)(a) and (b), requests for registration fees for noncounty personnel for courses, seminars, workshops or similar meetings must be submitted by a department 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, 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.
4. For members of the district board of health, requests for registration fees for courses, seminars, 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 for courses, seminars, workshops or similar meetings may be approved by the department head who shall make a report to the board of county commissioners on how attendance at the course, seminar, workshop or similar meeting serves a county purpose.

(Ord. No. 794, § 2; Ord. No. 937; Ord. No. 1044)

5.355 - Requests for permission to travel; forms.

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 are required to submit a travel request to the appropriate elected or appointed department head who will review the request and either approve or disapprove the request based upon the provisions of 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 by other than county officers and employees must be approved by the board of county commissioners prior to such travel and prior to payment of any travel expenses or subsistence. Once approved, payment for meals, transportation 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 for the following persons:
  - (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 roster(s) maintained by the sheriff's office, where such travel and subsistence is requested by the sheriff in furtherance of county business 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 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 a department head to certify whether the request for payment will or will not overdraw the department's travel account or special account as provided in section 5.356, and for requests which would overdraw that travel account or special account as provided in section 5.356, must provide for the budgetary reallocations required by section 5.356.
  6. The claimant for travel reimbursement shall attest to the accuracy of the claim by signing the face of the form.

(Ord. No. 440, § 2; Ord. No. 733; Ord. No. 794; Ord. No. 937; Ord. No. 1044)

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; travel expenses included within approved budget or adjusted budget constitutes approval for payment.

1. The county manager and 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. 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 appropriate adjustments to their respective budgets as provided in subsection 2, to insure 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 travel account or special account is insufficient to pay for all travel expenses for that year, the county manager or the department head shall, if funds are available, reallocate money from another part of his or her budget into his or her 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. 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 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 the board of county commissioners 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.

(Ord. No. 794, § 3; Ord. No. 937; Ord. No. 1044)

**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 which would result in any impairment of the health, safety or welfare of the general public.
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 designee shall approve the travel and submit to the county comptroller a travel claim indicating the nature of the emergency and the expenses paid along with supporting justification. The comptroller shall either approve or disapprove the claim. If the comptroller approves the claim, payment shall be made from available funds from that 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 reimbursed the rates for meals 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 travel would exceed the amount budgeted for travel by that department, the department head may 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. 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 to reallocate money from another part of the department's budget 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.

(Ord. No. 440, § 2; Ord. No. 763; Ord. No. 794; Ord. No. 937; Ord. No. 1044)

**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 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 rate as county officers and employees. In addition and subject to the same limitations, the county manager or his designee may approve reimbursement for expenses incurred by candidates 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.

3. 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 and selection of candidates for employment with the county, the county manager or his designee may authorize reimbursement of expenses incurred by those experts, subject to 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.
5. To obtain reimbursement pursuant to this section, original receipts for expenses incurred, except for 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.

(Ord. No. 953, § 1; Ord. No. 1060)

**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 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 in moving to the Truckee Meadows area may be reimbursed at the same rate as county officers and employees, except as provided in subsection 4.
3. Moving expenses are limited:
  - (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) Costs incurred for storage (not to exceed 90 days) of normal household goods and personal effects after the goods and effects have been moved to the Truckee Meadows area.
4. 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 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.
5. 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 4) to the comptroller. In addition, an employee seeking reimbursement pursuant to this section must sign a disclosure statement certifying that either he has not received, or will not receive, reimbursement for moving and travel expenses from any other source(s) or, if he has received or will receive reimbursement, disclose the amount of reimbursement from other 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).

(Ord. No. 1086, § 1)

**5.359 - Reimbursement of travel expenses.**

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 travel expenses, including living expenses as specified herein, if substantiated in the manner provided by the travel regulation ordinance. For purposes of this section, employees are on travel status if they are outside of Washoe County.

(Ord. No. 440, § 3; Ord. No. 496; Ord. No. 541; Ord. No. 937)

**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. 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 travel agents is encouraged to obtain the best fare and to expedite payment. 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.

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 private vehicle may be permitted. 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, 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 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.

6. County vehicles are available for county authorized travel from the county motor pool. 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.

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

8. All other travel 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, 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 must be obtained, and 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 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.

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.

(Ord. No. 440, § 3; Ord. No. 496; Ord. No. 541; Ord. No. 731; Ord. No. 741; Ord. No. 896; Ord. No. 937; Ord. No. 962; Ord. No. 1282, eff. 1-20-06)

#### 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 \$1.00 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) [Work related long distance telephone calls.] 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.

(Ord. No. 440, § 1; Ord. No. 496; Ord. No. 541; Ord. No. 741; Ord. No. 762; Ord. No. 937; Ord. No. 1318, eff. 11-24-06)

#### 5.364 - Local business expenses.

1. Except as otherwise provided in subsection 3 below, upon approval of the county manager, a county officer or employee may obtain reimbursement for reasonable and necessary, actual expenses incurred in conducting county business provided that an amount has 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 officers and employees to be used exclusively for parking fees incurred in connection with the conduct of county business. A 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 signing a form to be provided by the comptroller's office which indicates the amount used, the date, location, and the business conducted. A county officer or employee shall not use any money so obtained for the purpose of paying for parking 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.

(Ord. No. 741, § 1; Ord. No. 937; Ord. No. 962; Ord. No. 1044)

#### 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, 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 legislative activities of Washoe County, including, transportation; lodging and meals of county officers, lobbyists or employees; entertainment, gifts or other related expenses which are normal, usual and customary legislative expenses of other local governments; and supplies, equipment, facilities, personnel and services needed to support the legislative activity.

- (a) For those 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 noncounty 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 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 \$50.00 unless approved by the county manager, and must be presented so as to clearly indicate the gift is from "Washoe County."
3. 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, his designee or by the department head prior to payment or reimbursement.
  4. 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 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 appropriate adjustments to its budget.

(Ord. No. 1044, § 1; Ord. No. 1311, eff. 7-21-06)

#### 5.369 - Issuance of checks, warrants.

1. Upon receiving the properly completed and certified request for permission to travel and all supporting documentation, the county comptroller or his deputy may issue a check or a warrant for the amount of the advance requested, made payable to the order of the county officer or employee authorized to travel or his representative.
2. No request for advance travel money shall be made in an amount less than \$40.00.

(Ord. No. 440, § 6; Ord. No. 741; Ord. No. 937)

#### 5.371 - Travel advance constitutes lien on accrued wages of officer, employee.

Payment of an advance request made in accordance with the travel regulation ordinance constitutes 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.

(Ord. No. 440, § 7; Ord. No. 937)

#### 5.375 - Filing of claims; payment of travel claims presumed full compensation.

1. Travel and per diem claims must be filed within one 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 shall be considered full compensation for all travel 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.

(Ord. No. 440, § 9; Ord. No. 937)

#### 5.377 - Per diem allowances for travel advances.

For the purpose of determining the amount of travel advance requested by any county officer or employee for travel expenses in accordance with sections 5.351 to 5.395, inclusive, a person approved for travel status shall receive the total estimated cost of travel expenses as provided in those sections.

(Ord. No. 440, § 10; Ord. No. 741)

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

1. No county officer or employee required to perform services in any outlying area of the county shall be required to submit a request for permission to travel in accordance with section 5.355.
2. The head of the department in which any county officer or employee required to perform services in any outlying area of the 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 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.

(Ord. No. 440, § 12; Ord. No. 541, § 11)

#### 5.383 - 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 the travel claim of a county officer or employee only if the officer or employee 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.

(Ord. No. 440, § 13; Ord. No. 541, § 12)

#### 5.385 - Department 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 department regulations consistent with the provisions of the travel

regulation ordinance. Any department wishing to adopt regulations specifically designed to meet travel problems or needs within such 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 the travel regulation ordinance, as determined by the board of county commissioners.

(Ord. No. 440, § 14; Ord. No. 541, § 13)

**5.387 - Reimbursement of costs of intoxicating liquors, personal telephone calls prohibited.**

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

(Ord. No. 440, § 15; Ord. No. 541, § 14)

**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 article. 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. 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 related to private enjoyment, political activities or functions, or activities or functions which are primarily designed in furtherance of 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).
4. 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 who will determine whether ride-a-long waiver(s) must be executed.

(Ord. No. 440, § 16; Ord. No. 541, § 15; Ord. No. 953; Ord. No. 1044; Ord. No. 1390)

**5.390 - Unlawful use.**

It is unlawful to use any county vehicle for other than the purposes provided in section 5.389.

(Ord. No. 1390, § 3)

**5.391 - Use of private vehicles; county policy.**

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.

(Ord. No. 440, § 17; Ord. No. 541; Ord. No. 937; Ord. No. 1390)

**5.393 - Reimbursement for meals purchased for patients, wards, prisoners or inmates.**

1. 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 the travel regulation ordinance. Claims for reimbursement shall be accompanied by a receipt for each meal purchased.
2. Institutions may, upon approval of the board of county commissioners, establish petty cash accounts to reimburse employees for meals bought for patients, wards, prisoners or inmates. Claims for reimbursement to the petty cash fund must be accompanied by a receipt for each meal purchased.

(Ord. No. 440, § 18; Ord. No. 541)

**5.395 - Travel, moving expenses on transfer of employee.**

1. If a county department transfers, for the convenience of the county, any employee with permanent status from one location to another for permanent assignment, the department may pay the travel expenses, subsistence allowances and expenses of moving household furnishings and appliances of the employee and his family or order the use of county employees and equipment to assist in making the transfer.
2. If 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.
3. Nothing in this section shall be construed to require the payment of any travel or moving expenses or the use of county employees or equipment in the transfer of any employee.
4. All requests for payment of travel expenses, subsistence allowances and moving expenses shall be submitted to the 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.

(Ord. No. 440, § 19; Ord. No. 541; Ord. No. 1086)