

# RENO GAZETTE-JOURNAL

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WASHOE COUNTY  
Comptroller's Office  
PO Box 11130  
RENO NV 89510

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PROOF OF PUBLICATION

STATE OF NEVADA  
COUNTY OF WASHOE

ss. Tana Ciccotti

being duly sworn, deposes and says:  
That as legal clerk of the RENO GAZETTE-JOURNAL, a daily newspaper published in Reno, Washoe County, State of Nevada, that the notice:

f Application

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:

Aug 12, 19, 26, 1996

Signed

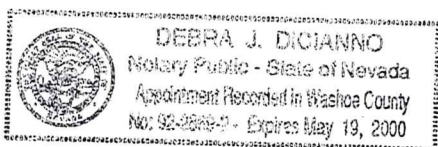
*Tana Ciccotti*

Subscribed and sworn to before me on 08/26/96

Notary Public

*Debra J. DiCianno*

NOTICE OF ADOPTION  
WASHOE COUNTY ORDINANCE  
NO. 962  
NOTICE IS HEREBY GIVEN THAT:  
Bill No. 1137, Ordinance No. 962,  
entitled:  
AN ORDINANCE AMENDING THE  
WASHOE COUNTY CODE BY REVISING  
THE TRAVEL REGULATIONS  
CONFORMING CERTAIN PROVISIONS;  
RELATING TO CERTAIN LOCAL BUSINESS  
EXPENSES; AND PROVIDING OTHER MATTERS  
PROPERLY RELATING THERETO  
was adopted on AUGUST 13, 1996, by  
Commissioners Steve Bradhurst, Joanne  
Bond, Mike Mouliot, Jim Shaw, and  
Grant Sims, will become effective on  
AUGUST 29, 1996.  
Typewritten copies of the ordinance are  
available for inspection by all interested  
persons at the office of the County  
Clerk, 75 Court Street, Reno, Nevada.  
JUDI BAILEY  
Washoe County Clerk  
No. 3146 Aug 19, 26, 1996



P.O. BOX 22000. RENO. NEVADA 89520  
(702) 788-6200



962 ✓

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

BILL NO. 1137

ORDINANCE NO. 962

AN ORDINANCE AMENDING THE WASHOE COUNTY CODE BY REVISING THE TRAVEL REGULATIONS CONFORMING CERTAIN PROVISIONS; RELATING TO CERTAIN LOCAL BUSINESS EXPENSES; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

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

SECTION 1. 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. 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. On or before July 1 of each year, the county comptroller shall establish the rate of the allowance for travel by private vehicle. The rate must equal the standard mileage reimbursement rate for which

a deduction is allowed for the purposes of federal income tax that is in effect at the time the annual rate is established. 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, airporter 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.

SECTION 2. 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, 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 includes expenses associated with legislative lobbying activities, but 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 an affidavit in a form to be provided by the comptroller's office in which the county officer or employee swears or affirms under oath that the money will be used only for the uses and purposes specified herein. 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.

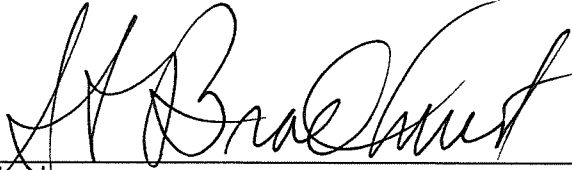
Proposed on the 9th day of July, 1996.  
Proposed by Commissioner Sims  
Passed on the 13th day of August, 1996.

Vote:

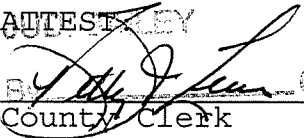
Ayes: Joanne Bond Steve Bradhurst  
Mike Mouliot Jim Shaw  
Grant Sims

Nays:

Absent:

  
\_\_\_\_\_  
Chairman  
Washoe County Commission

ATTEST

  
\_\_\_\_\_  
Chief Deputy  
County Clerk

This ordinance shall be in force and effect from and after the 29th day of August, 1996.