

7. TRAVEL EXPENSES

7.1. Policy

- 7.1.1.** Employees will be reimbursed for all reasonable and necessary travel expenses which are directly related to the performance of their assigned duties and which are properly authorized.
- 7.1.2.** To obtain reimbursement, employees must submit an expense report on a County claim form and substantiate the amounts claimed as required below.
- 7.1.3.** The County will not reimburse or otherwise pay any expense that violates commonly accepted standards of sound judgment and good taste.
- 7.1.4.** Reimbursement shall be made only for expenses actually incurred, paid, and authorized under this policy and procedure.
- 7.1.5.** If an official or employee carries a County credit card, he/she may use it for travel expenses only to the extent allowed by this policy (i.e., actual cost for lodging and the sum certain for the meals set out below). Credit card receipts must be retained and turned in for anything charged on said cards. The credit cards shall not be used for travel expenses if the official or employee has requested and received an advance for his/her travel expenses.

7.1.6. *Reporting*

If an elected official of Nye County has a satellite office outside of the County seat that is designated as their principle work site, although not the principal office, they may request and be reimbursed for mileage, lodging and meals on the same basis as employees of the County.

7.1.7. *Estimated Travel Projections*

During annual County budget preparations, each department shall provide an estimate of expected travel expenses for the next fiscal year with sufficient detail to support the projection.

7.2. Allowances

7.2.1. *Mileage*

The County will attempt to make a County vehicle available for official use to employees when so required. If there are no County vehicles available and the employee must use a personal vehicle, mileage will be reimbursed at the per mile rate set by the Nevada Legislature for state employees and officials (which equals the IRS standard mileage reimbursement rate). In the event a County vehicle is available but the employee chooses to use a private vehicle, he/she will be reimbursed at the rate provided by the Nevada Legislature for state employees and officials for use of a private conveyance for reasons of personal convenience.

A. Alternative Travel

If an employee chooses to travel by air in lieu of available ground transportation, either commercial or private, the reimbursement for commercial air travel must be by the actual invoice and have prior approval of the County Manager.

Reimbursement for private air travel shall not exceed the road mileage times the higher (currently .325 cents per mile) automobile reimbursement rate for County business.

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7.2.2. Lodging

Moderate cost lodging should be arranged at the meeting/training site when possible. If moderately priced rooms are not available at the meeting/training site, then a moderately priced room near the meeting/training site should be rented. Reimbursement will be based on the cost of a single room, if available. Any additional cost for spouse or family must be deducted from the official's or employee's reimbursement request. The actual cost of lodging will be reimbursed and a receipt must be submitted with all requests for reimbursement of lodging costs. If the employee arranges lodging with family or friends, each night's stay will be reimbursed at the rate of \$25.00, no receipt will be required, no advance will be given and the reimbursement will be made upon submission of a travel claim.

- A. If an official or employee is requesting an advance for his/her per diem travel expenses, and the travel includes lodging costs, the official or employee must include a copy of the confirmation of hotel/motel reservation, with the exact cost for the lodging, with his/her request for the advance on per diem travel expenses. The advance will be made for the meals, as outlined below, and the exact cost of the lodging (for a single room, unless not available, as outlined above). The receipts for advances on lodging costs are to be submitted following any travel in which an advance was provided for hotel/motel costs.
- B. If a reservation is not honored or other circumstances beyond the control of the official or employee occur, and the official or employee obtains lodging at a higher rate than the advance for travel expenses, the official or employee may seek reimbursement for said additional cost by submitting a receipt for the lodging, together with an explanation and/or documentation for the failure to obtain lodging in the original advanced amount.

7.2.3. Meals

- A. For in-state travel, the cost of meals shall be reimbursed in an amount certain: eight (\$8.00) dollars for breakfast; ten (\$10.00) dollars for lunch; and sixteen (\$16.00) dollars for dinner.
- B. For pre-approved out-of-state travel, the cost of meals shall be reimbursed in an amount certain: ten (\$10.00) dollars for breakfast; fifteen (\$15.00) dollars for lunch; and twenty (\$20.00) dollars for dinner; provided, however, that should the cost of meals purchased during out-of-state travel exceed these allowances, the official or employee may apply to the Board of Commissioners for a variance on

the allowances by submitting such request with the original receipts for the expenditures. If the Board determines the actual amount of the meals purchased to be reasonable and necessary, the Board may approve the variance and the official or employee shall be reimbursed for the actual amount of those meals.

- C. Except as provided in “B” above, receipts for the actual costs of individual meals will not be required. Officials and employees will not be reimbursed for any expenses incurred for meals in excess of the above-listed amounts certain; nor will they be required to refund to the County any portion of those amounts certain not actually used to purchase meals. An official or employee who does not request and receive an advance for travel expenses shall be reimbursed for the cost of meals in the amounts certain listed above, upon submission of a travel claim. Nye County - Personnel Policies Page-52 January 9, 1998
- D. Except as provided in “G” below, an official or employee shall be entitled to reimbursement for the cost of breakfast if he/she leaves the municipality in which his/her principal work site is located prior to 6:00 a.m. and does not return to such municipality prior to 10:00 a.m.
- E. Except as provided in “G” below, an official or employee shall be entitled to reimbursement for the cost of lunch if he/she leaves the municipality in which his/her principal work site is located prior to 10:00 a.m. and does not return to such municipality prior to 2:00 p.m.
- F. Except as provided in “G” below, an official or employee shall be entitled to reimbursement for the cost of dinner if he/she leaves the municipality in which his/her principal work site is located prior to 4:00 p.m. and does not return to such municipality prior to 8:00 p.m.
- G. No reimbursement shall be allowed for any meal which is provided or made available to an official or employee as a part of the cost of a meeting, class, or other function, regardless of whether the official or employee partakes of the provided meal or purchases his/her meal elsewhere.

7.2.4 Other Expenses

- A. Necessary business telephone calls at the meeting site will be reimbursed.
- B. Each employee who is on county business overnight in a town other than where he resides will be permitted to make one telephone call per day to inquire on the welfare of his or her family with the length of that telephone call not to exceed five minutes. This telephone call will be evidenced by hotel room charge, receipt, bill or other sufficient proof. (Resolution No. R93-33REG, Regarding Long Distance Telephone Call Policy)

7.2.5 Unallowable Expenses

- A. The County does not reimburse for 1) fines and avoidable parking tickets, 2) towing or impounding fees, 3) traffic violations, 4) alcoholic beverages, 5)

personal entertainment, 6) tobacco, and 7) unnecessary or extravagant costs of any kind.

- B. An employee's family may accompany the employee on County business, provided travel is not in a County vehicle. When an employee's family accompanies the employee, reimbursement will be at the personal convenience rate. The County will not, however, pay additional expenses so incurred.
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7.3. Procedure

7.3.1. Claims

- A. All expenses shall be detailed on the County claim form and shall provide detailed information regarding expenses claimed. Receipts, when required, are to be attached. All expense reports must be approved by the Department Head.
- B. Travel expense reports are to be submitted within five (5) working days following any trip. All unused expense advanced funds are to be returned with the report. When advanced funds have been provided, a completed claim form must still be completed within five (5) working days following any trip.
- C. All claims for traveling expenses and subsistence allowances shall be approved by the Board of County Commissioners prior to payment.

7.3.2. Advances

- A. When requested and approved, advanced per diem for in-state travel shall be fifty-eight dollars (\$58.00) per day including lodging and meals, or if lodging costs are confirmed, actual lodging costs plus thirty-four dollars (\$34.00) per day.
- B. When requested and approved, advanced per diem for out-of-state travel shall be seventy-five dollars (\$75.00) per day including lodging and meals, or if lodging costs are confirmed, actual lodging costs plus forty-five dollars (\$45.00) per day.