

PATRICK CATES
County Manager

JENIFER DAVIDSON
Assistant County Manager




1594 Esmeralda Avenue
Minden, Nevada 89423

www.douglascountynv.gov
775-782-9821

OFFICE OF THE COUNTY MANAGER

MEMORANDUM

DATE: August 8, 2019
TO: All County Employees
FROM: Patrick Cates, County Manager 
SUBJECT: Policy 300.06, Travel Policy

The travel policy is currently under review to be revised as it has not been updated since 2003. As of the date of this memo the following updates take effect.

Under section E. Meals, item 6. Per Diem Reimbursement Schedule, the rates are outdated. Employees requesting travel reimbursement for authorized travel expenses for County business shall adhere to the Per Diem Rate schedule set by the U.S. General Services Administration (GSA). The rates can be found on the GSA website at: <https://www.gsa.gov/travel/plan-book/per-diem-rates> for the appropriate rate for their travel.

Under section VI. Eligible Expenditures, it does not clearly identify which expenses are authorized to be prepaid using a procurement card. In order to avoid creating financial burdens on employees traveling for County business, the following expenditures are authorized for prepayment using a County issued procurement card for legitimate business purposes: lodging, conference or registration, airfare and rental car fees.

All other aspects of the policy remain in full effect.