
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 300.06

EFFECTIVE: 9/21/00

REVISED: 2/13/03, 5/01/03,
06/05/03

AUTHORITY:

COUNTY MANAGER: BOC
Don Hollen

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SUBJECT: TRAVEL POLICY

I. PURPOSE: To establish uniform guidelines for payment of travel expenses incurred by County employees while on County business.

II. DEFINITIONS:

A. DEFINITIONS:

1. Employee: County employees including elected, appointed, unclassified, classified, permanent, part-time, seasonal, hourly, quasi-employees, and volunteers of whatever position and title.
2. Quasi-employees: Members of boards, and commissions, volunteers, and all other persons providing services to the County without compensation in an official capacity for the County. Expenses for this category of employee must be pre-approved by the responsible Department Head.
3. Travel: Any trip outside the County by a County employee in the course of performing their duties.
4. Per Diem: The amount of funds allowed to employees traveling out-of-town while on County business to cover meals or other out-of-pocket business related expenses.

III. POLICY:

- A. The County recognizes that certain travel and related expenses incurred on behalf of the County by its employees are of benefit to the County. The County will pay for employees reasonable and customary expenses associated with such travel. Travel shall be at the most reasonable and economical cost to the County, considering total cost of transportation, time spent in transit, and the availability of county vehicles.
- B. Employees should endeavor to attend training and conferences in the State of Nevada or surrounding counties whenever possible if such training or conference is of comparable value to that offered out of state. It is assumed and expected that expenses incurred under this policy will be appropriate to the circumstances, and consistent with the best interests of the County and its desire to minimize travel costs.

IV. CONDITIONS:

- A. All employees traveling on County business, including attendance at training sessions, seminars, conventions, professional associations and any emergency travel, must comply with the provisions of this policy. Abuse of this policy, including falsification of travel expenses, will result in disciplinary action, up to and including termination of employment.
- B. Any personal travel and associated expenses incurred in conjunction with approved travel on County business must be separate and distinguishable from official, reimbursable County travel expenses. While it is not the intent of the County to pay for personal travel expenses, in the rare exception this should happen, reimbursement is required within 5 business days after returning to work.

V. PROCEDURES:

- A. **AUTHORIZATION TO TRAVEL:**
 - 1. All employee travel must be approved by their Department Head, Elected Official or designee. Employees may travel within the continental United States as long as funds are available within the applicable budget to cover travel costs. Travel by Department Heads and Elected Officials is self-authorized.
 - 2. Travel outside of the continental United States requires Board of Commissioner approval.
- B. **TRAVEL FORMS:**
 - 1. **TRV-1: CLAIM FOR TRAVEL EXPENSE** – Required for all travel related advances or reimbursements. Approval for payment requires compliance with the provisions of this policy by the Department Head or Elected Official approving the request before submittal to the Comptroller's Office. This form will be processed through the Comptroller's Office using established accounts payable procedures. Applicable original receipts, registration forms, brochures, and/or event agendas must be attached and submitted in sufficient time for the normal accounts payable cycle. If there are not such documents available, the employee must complete, Form TRV-2, see below.
 - 2. **TRV-2: UNAVAILABLE BACKUP DOCUMENTATION FOR TRAVEL** – Completion of this form is required to detail travel when no original documents are available. This form should describe the event, the name of the sponsor, the date(s) of the event, cost, location and purpose and be attached to the Claim for Travel Expense form.

3. TRV-3: PERSONAL VEHICLE MILEAGE LOG – Required to detail mileage use of personal vehicles for County business. This form should provide the trip date, starting and ending odometer readings, miles traveled, destination and purpose of trip and should be attached to the Claim for Travel Expense form.

C. TRAVEL ADVANCES:

1. Travel advances are typically used for per diem (meal allowance) or other business related out-of-pocket expenses to be paid by the employee while traveling.
2. All money advanced to an employee to pay for travel expenses constitutes a lien in favor of the County upon the accrued wages of the employee to whom the advance was made. NRS 245.062(4).
3. All requests for advance funds should be submitted to the Comptroller's Office no sooner than three weeks prior to travel but no less than 10 days to assure timely accounts payable processing. The amount allowed is subject to review and approval by the Comptroller.
4. No request for advance travel money shall be made in an amount less than twenty-five dollars.
5. Other than per diem, receipts accounting for travel expenses in excess of the amount advanced must be returned to the Comptroller's office within five business days after the employee's return to work. Only approved expenses incurred will be reimbursed. Failure to submit the request for reimbursement within five working days may result in the denial of reimbursement for those expenses.
6. Advances not expended other than for meals must be deposited with the Treasurer's office within five business days of returning to work and a copy of the Treasurer's Receipt should be submitted to the Comptroller's Office.

VI. ELIGIBLE EXPENDITURES:

- A. Generally, eligible expenditures are those actual travel related costs incurred by an employee as a result of performing County business. Eligible expenditures may also include certain non-travel costs associated with other official County activities. (See Section VI.I. and VI.L).
- B. REGISTRATION: Fees to attend a conference, seminar, convention, training, etc. may be paid in advance by regular claim form, or paid on-site by procurement card. Request for payment after the seminar should be submitted to the Comptroller's Office in sufficient time to process in the regular accounts payable cycle.

- C. **TRANSPORTATION:** Actual costs of transportation, such as air travel, bus travel, train travel, taxi, car rentals, and parking fees, are eligible.
1. Airline Travel - All air travel shall be by coach class. Efforts should be made to book air travel at least two weeks or more in advance to take advantage of lower rates. The government rate contracts should be utilized when possible. Airline incentives such as Frequent Flyer mileage or any cash and/or tickets given in exchange for allowing to be "bumped" from a flight will be considered a personal benefit.
- D. **LODGING:** Actual cost of hotel or motel accommodations is eligible. Prepayment should be made whenever possible. If a family member or guest accompanies the employee, the employee shall pay for the amount over that of a single accommodation. The employee upon check out should pay additional costs such as non-business phone calls or movies charged to the room, separately. These costs are not reimbursable. No reimbursement will be made without receipts. Credit card receipts are not an acceptable substitute for the original hotel receipt.
- E. **MEALS:**
1. 1. Breakfast: Employees must leave their principal place of business (or home if going directly from there) one-and-one-half hours prior to the start of their normal work period (generally 8:00am to 5:00pm or as established by the department) to be eligible for a breakfast allowance. Continental breakfast will not be considered a breakfast meal, therefore per diem will be reimbursed on an eligible claim.
 2. Lunch: Employees must leave at least one-and-one-half hours before the start or return at least one-and-one-half hours after the end of their normal lunch period (generally 12:00pm to 1:00pm or as established by the department) to be eligible for a lunch allowance.
 3. Dinner: Employees must return later than one-and-one-half hours after their normal work period (generally 5:00pm or as established by the department) to be eligible for a dinner allowance.
 4. Employee per diem reimbursement advances for air travel will be allowed up to three hours prior to flight departure.
 5. No per diem meal allowance will be allowed for any meals that are provided by some other entity, person or group while the employee is on travel status. This includes sponsor or event provided meals and airline meals as designated on the airline ticket.

6. Per Diem Reimbursement Schedule:

Breakfast	\$ 7
Lunch	\$ 10
Dinner	\$ 20
TOTAL	\$ 37

F. USE OF PERSONAL VEHICLES:

1. Reimbursement will be at the IRS allowed mileage rate in effect January 1 of each year. If an employee leaves for and returns from a trip when off duty or on the weekend, mileage may be calculated from and to the employee's home.
2. A mileage log will not be required for reimbursement to the Reno-Tahoe Airport. Mileage will be reimbursed based on 45 miles (from Minden to the Airport). However, a mileage log may be used if submitted for actual miles. (Any use of Internet service such as "Mapquest" will not be accepted).
3. A mileage log will not be required for reimbursement for business related trips to Carson City. Mileage will be reimbursed based on 15 miles from Minden to Carson. However, a mileage log may be used if submitted for actual miles.
4. County vehicles should be used, when practicable, before the use of private vehicles. When using a personal vehicle for County business, the employee's personal insurance provides primary coverage. The County's insurance provides no coverage on the employee's vehicle.
5. Reimbursement is to be requested on the Claim for Travel Expense form (TRV-1). The employee shall provide relevant back-up information by completing a Personal Vehicle Mileage Log form (TRV-3).

G. USE OF COUNTY VEHICLES:

1. Unless otherwise authorized by the County Manager or Elected Official, only County employees are authorized to drive county-owned vehicles. See Douglas County Administrative Policy 07.01.02

H. USE OF RENTAL VEHICLES:

1. The expense of a rental vehicle will be reimbursed when rented for business necessity, not personal convenience.
2. The County has established an account with the Avis car rental agency. Since these accounts are set up with direct billing, a credit card is not necessary. For more information, contact the Comptroller's Office.

I. LOCAL TRAVEL / BUSINESS EXPENSES:

1. An employee may obtain reimbursement for actual expenses incurred in conducting business within the County, including the use of personal vehicles, upon the approval of the Department Head or Elected Official. Use of a Personal Mileage log (TRV-3) is required.

2. A person seeking reimbursement under this section shall submit a Claim for Travel Expense form (TRV-1) along with receipts, notification of meeting, agenda, etc., or an Unavailable Backup Documentation form (TRV-2) to the Comptroller's Office.

J. USE OF COUNTY CREDIT / PROCUREMENT CARDS:

1. Employees may use County credit or procurement cards to pay for necessary travel expenses. Use of a credit card is to be authorized by the Comptroller's Office. Procurement cards are authorized by the Department Head or Elected Official.
2. Cash advances on these cards are prohibited.
3. Each Department Head/Elected Official is responsible for the use of cards issued to their employees. The respective departments will pay costs incurred from the use of the cards.
4. Employees using cards must retain and submit, by standard claim form, receipts for all expenses charged to the card within five business days following return to the work. Any disallowed charges are the responsibility of the employee and shall immediately be paid to the County.
5. On occasion, vendors will charge the card before services are actually received. To avoid payment of finance charges, when ordering by card, the vendor should be asked when the charge will be assessed to the card and if it is before the receipt of services, the charge should be submitted to the Comptroller's Office for payment.
6. The use of a credit/procurement card is a privilege, not a right. The abuse of the usage of these cards may result in disciplinary action up to and including termination. (See Douglas County Code, Chapter 2.08)

K. USE OF PERSONAL CREDIT CARDS:

1. Use of personal credit cards to pay for County expenditures should be minimal. To the extent possible, travel should be paid for in advance or a travel advance made for per diem.
2. If a personal credit card must be used, the receipt must be included with the Claim for Travel Expense form (TRV-1) for reimbursement. Statements are not an acceptable substitute for the original receipt.

L. OTHER FOOD EXPENSES:

1. Provided funds are available, reasonable costs for food items utilized in the following situations are allowable expenses as approved by the Department Head or Elected Official.
 - Meals for interviewers and staff involved in assessment centers or interviews.
 - Refreshments for County or business-related meetings.
 - Refreshments for County employees and attendees at training sessions or staff meetings.

- Refreshments at appropriate ceremonies such as facility openings, swearing-in ceremonies, commendations and the like.
 - Meals provided to County employees, volunteers or cooperating agencies during emergency situations.
 - Others as approved by the County Manager.
2. A Claim for Travel Expense form (TRV-1) must be submitted with the date and description of the activity, the names of the persons (if available) for whom the food was provided and all receipts or invoices.

M. INELIGIBLE EXPENSES:

1. Include, but are not limited to, the following:
- Alcoholic beverages;
 - Tobacco;
 - Laundry, cleaning, or valet services;
 - Personal telephone calls;
 - First class travel accommodations when coach is available;
 - Meals and lodging if included in registration fee;
 - Fines, forfeitures or penalties;
 - Rental vehicles for local business trips/meetings;
 - Rental vehicle for personal use while on County business;
 - Expenses of a spouse or other non-employee;
 - Loss or damage to personal property;
 - Barber, beauty parlor, shoe shine or toiletries;
 - Telephone deposits;
 - Other personal or non-business related expenses.

VII. RESPONSIBILITY FOR REVIEW: The Comptroller shall review this policy as needed or at least once every five years.

6/11/03



DOUGLAS COUNTY — Minden, Nevada

CLAIM FOR TRAVEL EXPENSE

VOUCHER No 13014

VENDOR # _____

FUND ____ DEPT. ____

NAME _____

DEPARTMENT _____

P Plane PC Private Car
 B Bus CV County Vehicle
 RR Rail T Taxi

I declare under penalties of perjury that this claim (including any accompanying evidence) has been examined by me and to the best of my knowledge and belief is a true and correct claim in conformance with the governing statutes.

☐ I do ☐ I do not have a travel advance.

Claimant Must Sign Here

Detail List Purpose of Each Trip	Method of Travel	Time		Trip Mileage	Trans- portation Cost	Daily Expense Reimbursement					
		Depart	Return			Meals				Lodging	Total Claimed
						B	L	D	Total		

TOTAL

COUNTY COMMISSIONERS' APPROVAL:

I certify that the foregoing claim is correct and just; that the articles specified have been received by the proper officials of the County, or the services stated have been performed; that they were necessary for and have been or will be applied to County purposes, and that to the best of my knowledge and belief the prices charged are reasonable and just.

By _____

DEPARTMENT HEAD

ACCOUNT #		AMOUNT
AUDITED BY	WARRANT #	PAID DATE

Unavailable Backup Documentation for Travel Claim

[illegible]

Department Head Signature

