
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 004
EFFECTIVE: 9/18/07
REVISED: 02/20/18-06/19/18
AUTHORITY: BOC
COUNTY MANAGER: ___PAW_

SUBJECT: TRAVEL POLICY

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

II. DEFINITIONS

1. Employee: County employees including elected, appointed, unclassified, classified, permanent, part-time, seasonal, hourly, and quasi-employees.
2. Quasi-employees: Members of boards, and commissions, and all other persons providing services in an official capacity, to the county, with or without compensation, including volunteers in the public safety sector. Expenses for this category of employee must be pre-approved by the responsible department head or County Manager.
3. Travel: Any trip outside the county by a county employee in the course of performing their duties, and within the county's TRI Center or Lockwood area.
4. Per Diem: The amount of funds allowed to employees traveling as noted (#3) while on County business to cover meals or other out-of-pocket 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 whenever possible if such training or conference is of comparable value to that offered out of state. Expenses incurred under this policy shall be consistent with the best interest 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.
- 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. 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 must be authorized by the County Manager and travel by elected officials is self-authorized. There must be reserved funds in the department budget for the travel.
- 2. Travel outside of the continental United States requires Board of Commissioner approval when there is any cost incurred by the county.
- 3. During times of budgetary constraint, the Comptroller with concurrence by the County Manager may place restrictions on out-of-state travel, long distance travel, and travel necessitating overnight stay.

B. Travel Forms

1. Travel Expense Claims Form

A Travel Expense Claim Form (Form F004-A) must be submitted with the employee's timesheet for that period to the Comptroller's office for all travel-related advances or reimbursements. The department head must verify that the request conforms to this policy before it is submitted to the Comptroller's office. The Travel Expense Request Form will be processed through the Comptroller's office. Applicable original receipts, registration forms, brochures, and/or event agendas must be attached to the Travel Expense Claim Form and submitted 5 business days from return from travel. Volunteers must submit a voucher with required backup. If these documents

are not available, the employee/volunteer must complete Form F004-B Unavailable Backup Documentation Form.

2. Unavailable Backup Documentation Form

An Unavailable Backup Documentation Form is required to detail travel when no original documents are available. A narrative description of the event, the name of the sponsor, the date(s) of the event, costs, location and purpose must be attached to the Travel Expense Claim Form (Form F004A) described in paragraph (1) above. The Travel Expense Claim Form (Form F004A) must be submitted no later than 5 business days after the end of the month.

C. Travel Advance

1. Travel costs for per diem typically include meals and ground transportation. Hotel and air travel must be paid in advance using the department's purchase card in accordance with this policy, except when this requirement is waived by the Comptroller under extenuating circumstances.

Advance for travel must be requested on the Travel Expense Claim Form (Form F004A) and submitted by the employee to the department head. The department head, if approved by him/her, will submit the form to the Comptroller for consideration.

2. Travel Advance requests are subject to approval by the Comptroller. The Comptroller may approve travel advances when there are extenuating circumstances warranting this method of payment (e.g., when the employee does not have a county purchase card and/or when the employee is unable to pay for expenses before submitting a request for reimbursement). The Comptroller may for any reason and without explanation deny any travel advance request.
3. All money advanced to an employee to pay for travel expenses constitutes a lien in favor of the county upon the accrued wages or accrued benefit payments of the employee to whom the advance was made. NRS 245.062(4).
4. Requests for advance funds must be submitted to the Comptroller's office no less than 10 business days before travel to assure timely accounts payable processing. The amount allowed is subject to review and approval by the department head or County Manager.
5. Receipts accounting for all travel expenses for which per-diem was made must be presented to the Comptroller's office on a Travel Expense Claim Form (Form F004A) within 5 business days after the employee's return from travel. Failure to submit the request for reimbursement within 5 business days may result in the denial of reimbursement for expenses exceeding the amount provided in the travel advance, and may result in the employee forfeiting

funds provided to the employee for the travel advance (see subsection 3 above).

6. Advances not expended from the travel advance must be deposited with the Treasurer's office within 5 business days of returning from travel and a copy of the Treasurer's Receipt must be submitted to the Comptroller's office with all backup documentation attached.

VI. ELIGIBLE & INELIGIBLE EXPENDITURES:

- A. Generally, eligible expenditures are those actual travel-related costs incurred by an employee as a result of performing county business. Travel costs typically include meals, transportation, sleeping accommodations, event registration and fees, etc.

B. Registration Fees

Fees to attend a conference, seminar, convention, training, etc. may be paid in advance by regular voucher through accounts payable process or paid on-site with a county purchase card. Request for payment after-the-fact must be submitted to the Comptroller's office for payment with documentation no later than 5 business days from the return from travel or the function.

C. Transportation Costs

Actual costs of transportation, such as air travel, bus travel, train travel, taxi, Uber, car rentals, and parking fees, are eligible under this policy.

1. Airline Travel - All air travel shall be by coach class except under extenuating circumstances that are approved by the Comptroller and/or County Manager. Efforts should be made to book air travel at least 30 days in advance to take advantage of lower rates.
2. Other Transportation – The employee must use economically oriented transportation as practicable. Alternative means of personal transportation such as Zip Cars, E-Bikes, and other urban ride-share modes of transportation are also eligible under this policy. Limousines, private air and other luxury transportation modes are to be avoided except under extenuating circumstances that are approved by the Comptroller and/or the County Manager. Rental of exotic vehicles (e.g., Hummer, Bentley, Lotus, Ferrari, and similar class of vehicle.) is not eligible under this policy.

D. Lodging Costs

The actual costs of hotel or motel accommodations are eligible per this policy. Prepayment 30 days or more in advance should be made whenever possible.

Costs such as phone calls, food, drink, and other costs not related to business charged to the room should be paid separately by the employee upon check-out as to better differentiate business and non-business expenses. These Non-business related costs are not reimbursable. No reimbursement will be made without receipts. The hotel receipt received at check-out must be turned into the Comptroller's office within 5 business days of the travel. Lodging expense is payable on a vouchers payable form.

If a family member or guest accompanies the employee, the employee is responsible for payment for the amount over that of a single accommodation.

E. Meals and Food Related Expenses:

1. General Meal Expenses

- a. The employee will be reimbursed for meal expenses in accordance with this section. 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 stats, including, for instance, sponsor or event provided meals and airline meals as designated on the airline ticket. Event schedule should and may be required to be submitted for verification. The Comptroller may require the employee to submit receipts for meals regardless of whether they are paid thorough travel advance, reimbursement, or with a purchase card.
- b. **Option A: Standard Per Diem Reimbursement Rate:** The following standard reimbursement rates are maximums, not allowances. The employee may, instead, follow the steps in paragraph (c) to calculate the per diem when traveling. The employee may use Option A or B per diem amount whether or not Option B shows to be a lower or higher amount.

Breakfast	\$15.00
Lunch	\$16.00
Dinner	\$28.00
Gratuity	Up to 20 percent per meal.
TOTAL	59.00 + gratuity (20% max.)

- c. **Option B: General Services Agency Per Diem Reimbursement Schedule:** The following standard reimbursement rates are maximums, not allowances. The employee may, instead, choose to follow the standard per diem rates shown in paragraph (b). The employee may use Option A or Option B per diem amounts whether or not the other option shows a higher or lower amount.

The steps to find the GSA per diem rate are as follows:

- i. Visit www.gsa.gov/perdiem and navigate to Meals and Incidental Expenses (M&IE) Breakdown.
- ii. On the provided map, click the location where you will be traveling.
- iii. Find the total “M&IE” in the chart for the city/region where you will be traveling.
- iv. Using that “M&IE” amount and using the table provided below, find the exact or closest listed M&IE amount in the first column. The corresponding row is the total per diem amount for each meal and for the daily total.

M&IE Total	Breakfast	Lunch	Dinner	Incidental	Total Meal Expense Reimbursement Cap
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

2. Business-Related Meals:

- a. A meal for the employee and one or more employees or non-employees is reimbursable as a business-related meal when the principal purpose of the combined business and meal was the active conduct of business and when all members of the party receiving the county-paid meal were actively engaged in business and business-related discussion, negotiations, or other business transactions during a majority of the meal

period, and when that business and business-related discussion generated specific business benefit to the county. If the business discussion is only incidental to the meal, the expense is not eligible.

- b. A meal for the employee and one or more employees or non-employees is also reimbursable as a business-related meal when the meal was associated with the active conduct of county business, such as when the meal occurred directly before or directly after a substantial business discussion that resulted in specific business benefit to the county. Among the facts to consider is the place, date, and duration of the business discussion, and the reasons that the meal did not take place on the same day of the business discussion. For example, when a group of business associates arrive from out-of-county to hold a substantial business discussion and the county employee takes them to dinner on the evening before the business discussion, or on the evening of the day following the business discussion, the meal expense is generally considered to be held directly before or after the discussion and the expense meets the test.
- c. Business-related meals are not subject to the per diem limitations above, but limits may be imposed by the County Manager.
- d. Business-related meals may only be reimbursed for county department heads, the County Manager, and elected officials, unless specific approval is provided by the department head and the County Manager.

3. Other Food Related Expenses

- a. Provided funds are available, reasonable costs for food items in the following situations are allowable expenses as approved by the department head and County Manager.
 - Scheduled executive meal time meetings as departmental budget allows.
 - Refreshments for county or business-related meetings.
 - Food for appropriate county ceremonies and celebrations.
 - Refreshments for county employees and attendees at training sessions or staff meetings.
 - Food and beverages for emergency response crews as approved by department head.
- b. A voucher must be submitted for payment with the date and description of the activity, name of the event, and for whom food was provided with receipts and invoices applicable.

F. Ineligible Expenses

1. Include, but are not limited to, the following:
 - Airline club membership;
 - Childcare, babysitting, house-sitting, and pet-sitting/kennel charges.
 - Commuting between home and the primary work location;
 - Vehicle expense for commuting between home and the event, airport, etc., except that which exceeds the miles of the employee's normal home-to-work commute, including return home, in his/her personal vehicle;
 - Cost incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion, unless the needed cancellation was beyond the control of the employee;
 - Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment;
 - Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs;
 - Travel accident insurance premiums or purchase of additional travel insurance;
 - Alcoholic beverages except as related to a business-related meal expense pursuant to Section (E)(2) in this policy and approved by the County Manager;
 - Tobacco and vaping related products;
 - Laundry and cleaning;
 - Valet services except when no reasonable alternative vehicle parking exists and when approved by the department head, Comptroller, or County Manager;
 - Personal telephone calls;
 - Business-class and first-class travel accommodations when coach-class is available;
 - Meals and lodging if included in registration fee or otherwise provided;
 - Clothing;
 - 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.

G. Use of Personal Vehicle

Reimbursement will be at the IRS allowed mileage rate in effect January 1 of each year.

1. Mileage to the Reno-Tahoe Airport will be reimbursed based on 30 miles (from Virginia City to the Airport).
2. Mileage will be reimbursed for business related trips to Carson City and Reno, based on 17 miles from Virginia City to Carson City, and 32 miles from Virginia City to Reno.
3. County vehicles should be used, when available, 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. If a personal vehicle is used as personal preference when a county vehicle is available, mileage will be reimbursed at 50%, per state statute number 281.160 (3).
4. Reimbursement is to be requested on the Travel Expense Claim Form. (Form F004-A). The claim form should be filled out as completely as possible, with back-up information. Odometer readings are not required.
5. Only meals and mileage are reimbursable on a Travel Expense Claim Form (Form F004-A).

H. Use of County Vehicles

1. Unless otherwise authorized by the County Manager or department head, only County employees are authorized to drive county-owned vehicles.

I. Use of Rental Vehicles

1. The expense of a rental vehicle will be reimbursed when rented for business necessity, not personal convenience. Payment for rental vehicles must be made using a County issued credit or procurement card whenever possible for insurance purposes. If use of a personal credit card is approved on an exception basis, the rental agreement must clearly be signed "on behalf of Storey County". Failure to do so may expose an employee to added personal liability in the event of accidents.

J. Local Travel/Business Expenses

1. An employee may obtain reimbursement for actual expenses incurred in conducting business within the County at the Tahoe Reno Industrial Center, and Lockwood area.
2. A person seeking reimbursement under this section shall submit a Travel Expense Claim form along with receipts, meeting information, etc. and authorized signatures.

K. Use of County Credit and 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 department head, elected official or County Manager.
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. Each department will be responsible for paying from their budget the expenses so incurred.
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 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 Auditor's Office for payment.
6. The use of a credit/procurement card is a privilege, not a right. Abuse of the use of these cards may result in disciplinary action up to and including termination. Attached form (C) must be read and signed before card is issued to an employee/department head.

L. Use of Personal Credit Cards

1. Use of personal credit cards to pay for county expenditures is not acceptable. To the extent possible, travel should be paid for in advance by procurement card or by a requested travel advance.

M. EXCEPTIONS:

The County Commission may authorize an exception to any provision of this policy so long as it does not conflict with any Federal, State or County law.

- VII. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed every 5 years or a necessary by the County Manager's Office.