



LYON COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TOPIC: Board of County Commissioners Travel

NUMBER: 1-8

EFFECTIVE: April 4, 2013

REVISED:

REVIEWED: 1/15/2015

REFERENCE:

POLICY CUSTODIAN: County Managers Office

A. PURPOSE

The purpose of this Administrative Policy and Procedure (APP) is to provide direction as to when Lyon County will approve travel claims for the County Commission.

B. POLICY

1. County Commissioners 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.
2. To obtain reimbursement, County Commissioners must submit an expense report on a proper claim form and substantiate the amounts claimed.
3. Lyon County will not reimburse or otherwise pay any expense that violates commonly accepted standards of judgment and good taste.
4. Authorized Travel – Travel to and from Board of County Commission meetings and travel to and from meetings that the Board of Commissioners has appointed a Commissioner to participate in.

Travel will not be paid to any alternate to a committee unless the alternate is filling in for the primary appointee.

Travel will not be paid for travel to and from Advisory Board Meetings or other meetings unless approved by the Board of Commissioners as a whole.

C. ALLOWANCES

1. Mileage: Mileage will be reimbursed at the per mile rate set by the Nevada Legislature for state employees and officials (which will normally be equal to the IRS standard mileage reimbursement rate).
2. Lodging: Moderate cost lodging may be arranged at the meeting/training site when necessary and approved by the Board. Reimbursements will be based on the cost of a double room, plus tax, if available. A receipt is required for lodging expenses.

3. Meals:

- a. Lyon County will pay the prevailing per diem rate as allowed for State employees for meal expenses when Commissioners are on an authorized business trip and meals are approved by the Board.
- b. No reimbursement shall be allowed for any meal which is provided or made available to a Commissioner as a part of the cost of meeting, class or other function, regardless of whether the Commissioner partakes of the provided meal or purchased his/her meal elsewhere.
- c. No reimbursement for meals will be allowed when traveling within Lyon County.

D. OTHER EXPENSES

Necessary business telephone calls at a meeting or training site, parking charges, and/or ground transportation will be reimbursed.

E. UNALLOWABLE EXPENSES

1. Lyon County does not reimburse for fines and parking tickets, towing or impound fees, traffic violations, alcoholic beverages, personal entertainment, tobacco and extravagant costs of any kind.
2. Lyon County discourages combining personal travel with business travel due to the public's perception regarding use of Lyon County funds. Commissioners must clearly disclose any personal travel to be taken in conjunction with Lyon County travel. A Commissioner's family may accompany the Commissioner on Lyon County business. Lyon County will not, however pay any additional expenses when personal travel is combined with business travel and/or family member travel with a Commissioner while on Lyon County business.

F. PROCESSING

1. All expenses shall be detailed on the proper 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 Comptroller or County Manager.
2. Travel expense reports shall be submitted within 90 days following any trip.

