

	LYON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES	
	TOPIC: COMMISSIONER TRAVEL	NUMBER: 1-7
EFFECTIVE: 5/6/2021	REVISED:	REVIEWED:
REFERENCE:		
POLICY CUSTODIAN: COUNTY MANAGER		

A. OVERVIEW

The County Commissioners are expected to attend a number of events and meetings in the performance of their duties. There are also a number of discretionary events and meetings that a Commissioner may choose to attend. County funds shall only be used to reimburse travel to events and meetings specifically authorized by this policy.

B. SCOPE

This policy is applicable to travel incurred by County Commissioners.

C. AUTHORIZED TRAVEL FOR REIMBURSEMENT

The Board of Commissioners specifically authorizes the following travel expenditures for reimbursement from County funds.

- Mileage for regular and special meetings of the Board of Commissioners.
- Mileage for regular and special meetings of other boards for which the individual commissioner has been specifically assigned to act as a board member by the Chair of the Board of County Commissioners.
- Mileage for testifying at legislature for the Chair and/or Vice-Chair, or their designee, on behalf of the County Commissioners.
- Mileage for the Chair and/or Vice-Chair, or their designee, to meet with the County lobbyist regarding proposed legislation.
- Travel for the annual Nevada Association of Counties conference.
- Other travel as specifically approved by the Board of Commissioners through a formal board action, on a case-by-case basis.

D. GENERAL GUIDELINES, REIMBURSEMENT RATES, AND BUDGET

The general guidelines and rates in the Travel Expenses section of the County Personnel Policy shall be followed to reimburse items authorized in this policy.

Reimbursement requests are to be submitted quarterly to the County Manager's Office using the travel form approved by the Comptroller.

The County Budget Policy also applies to these travel expenditure reimbursements.