

Churchill County
Agenda Report

Date Submitted: January 8, 2008

Agenda Date Requested: January 16, 2008

To: Board of Churchill County Commissioners

From: Alan Kalt, County Comptroller

Subject Title: Consideration and Possible Action re: Resolution 01-08 Establishing the travel expenses and subsistence allowance for Churchill County

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Does this action require a Business Impact Statement? () Yes (X) No

Recommended Board Action:

A motion to approve Resolution 01-08 establishing the travel expenses and subsistence allowance for Churchill County effective January 17th, 2008. Noting the total per diem per day is \$49.00 and mileage of 50.5 cents per mile.

Discussion:

In May 2002 the Board of County Commissioners approved Bill 2002-G Ordinance 33 amending Title 2 regarding travel expenses and subsistence allowance. That change allows the board to change the allowances to match the standard rates in the Internal Revenue Service Publication 463, Travel, Entertainment, Gift and Car Expenses as published annually by Resolution. Attached is resolution 01-08 which seeks to update the rates to match the IRS publication. The mileage rate will be 50.5 cents per mile up 2 cents and the subsistence will remain at \$49.00 per day broken down as follows: Breakfast \$9.00, Lunch \$15.00 and Dinner at \$25.00

Financial Impacts:

The proposed fiscal impact to Churchill County is \$7,500. Amounts are available in the current budget.

Prepared By: 

Date: January 8, 2008

Concurrences: 

Date: January 8, 2008


(Comptroller)

Date: _____

(Civil Deputy District Attorney)

Date: _____

Board Action Taken:
Motion: _____

1) _____ Aye/Nay
2) _____

(Vote Recorded By)

RESOLUTION NO. 01-08

BOARD OF CHURCHILL COUNTY COMMISSIONERS
CHURCHILL COUNTY, NEVADA

A RESOLUTION ESTABLISHING THE TRAVEL EXPENSES AND SUBSISTENCE ALLOWANCE FOR CHURCHILL COUNTY AND OTHER MATTERS PROPERLY RELATING THERETO.

BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, CHURCHILL COUNTY, NEVADA:

WHEREAS, Board of County Commissioners approved Bill 2002-G, Ordinance 33 which amended Chapter 2 of the Churchill County Code related to expenses, mileage allowance and recordkeeping; and

WHEREAS, the expenses will be set by the standard allowances outlined in the Internal Revenue Service Publication 463, Travel, Entertainment, Gift and Car Expenses, which is published annually; and

WHEREAS, the Board of County Commissioners shall approve the rate and forms by the passage of a resolution; and

WHEREAS, the standard meal allowance as published in the 2007 IRS publication 463 is \$49.00 per day broken down as follows \$9.00 breakfast, \$15.00 lunch and \$25.00 for dinner; and

WHEREAS, the standard mileage allowance as published in the 2007 IRS publication 463 is 50.5 cents per mile.; and

WHEREAS, the employee may elect to seek reimbursement based on city of travel using IRS publication 463 for high cost cities on a trip by trip basis.

THEREFORE BE IT RESOLVED that the Board of County Commissioners, by unanimous vote, to adopt this Resolution providing for the standard meal allowance of \$49.00 per day and 50.5 cents per mile as outlined in the IRS publication 463. The Board of County Commissioners adopt and approve of the attached Travel Forms and this resolution shall be effective January 16th, 2008.

PROPOSED AND ADOPTED this 16th day of January, A.D., 2008.

THOSE VOTING AYE: _____

THOSE VOTING NAY:

CHURCHILL COUNTY BOARD OF
COMMISSIONERS

ATTEST:

Chairman

Clerk of the Board

CHURCHILL COUNTY TRAVEL AND SUBSISTENCE VOUCHER

Employee's Name _____

Department _____

Travel Date(s) _____ to _____

Location(s) _____

Reason for Travel _____

MILEAGE – Personal Vehicle Only

| | |
|-------------|-------|
| Total Miles | _____ |
|-------------|-------|

Total miles @ \$.505 = \$ _____

PUBLIC TRANSPORTATION (plane, train, bus, taxi, etc.)

Attach copy of ticket and receipts.

Do not include charges on county credit card.

Total \$ _____

PER DIEM

_____ Days @ \$49.00 = \$ _____

OR

_____ Breakfast @ \$9.00 = \$ _____

_____ Lunch @ \$15.00 = \$ _____

_____ Dinner @ \$25.00 = \$ _____

Total \$ _____

LODGING *Attach copy of receipts if paid by employee.*

Total \$ _____

Total Expenses \$ _____

Less Travel Advance \$ _____

Balance Due Employee \$ _____

Balance Due County \$ _____

Employee Signature _____

Department Head Approval _____

Account Number _____ Date _____

Revised & adopted 10/86

Revised 8/91 & 1/98 & 4/02 & 7/02 & 4/05 & 9/05 & 1/1/06 & 3/22/07, 1/17/08

CHURCHILL COUNTY TRAVEL ADVANCE REQUEST FORM

Employee's Name _____

Department _____

Travel Date(s) _____ To _____

Location(s) _____

Reason for Travel _____

MILEAGE – Personal Vehicle Only

| | |
|-----------------|-------|
| Estimated Miles | _____ |
|-----------------|-------|

Total miles @ \$.505 = \$ _____

PUBLIC TRANSPORTATION**

Type of Transportation _____

How cost was determined _____

Do not include any expenses to be charged on county credit card.

Total \$ _____

PER DIEM

_____ Days @ \$49.00 = \$ _____

OR

_____ Breakfast @ \$9.00 = \$ _____

_____ Lunch @ \$15.00 = \$ _____

_____ Dinner @ \$25.00 = \$ _____

Total \$ _____

LODGING**

How cost was determined _____

Do not include any expenses to be charged on county credit card.

Total \$ _____

Total Travel Advance Request \$ _____

ALL EMPLOYEES ARE REQUIRED TO FILL OUT A SUBSEQUENT TRAVEL & SUBSISTENCE VOUCHER FORM UPON THEIR RETURN, EVEN IF NO BALANCE IS DUE TO THE COUNTY OR EMPLOYEE.

****COPIES OF TICKETS, RECEIPTS, OR OTHER DOCUMENTATION MUST BE ATTACHED TO THE TRAVEL & SUBSISTENCE FORM TO VERIFY THE EXPENDITURES.**

Employee Signature _____

Department Head Approval _____

Account Number _____ Date _____

