


MEMORANDUM

Office of the County Manager

TO: ALL APPOINTED AND ELECTED DEPARTMENT HEADS

FROM: DON BURNETTE, COUNTY MANAGER 

SUBJECT: 2013 LEGISLATIVE TRAVEL

DATE: JANUARY 28, 2013

During the State of Nevada's 2013 legislative session, you or one of your staff may be required to travel to Carson City to provide testimony. When doing so, you and they must comply with Fiscal Directives 3 and 17, which are attached to this document for your convenience. In addition, please adhere to the procedures outlined below for legislative-related travel to Carson City.

Department heads and staff shall prepare travel requests in the same manner as required under the County's current travel policy. In order to provide effective coordination of legislative activities, travel to Carson City that has not been requested by the County's lobby team is strongly discouraged. If the County's lobby team has requested your presence in Carson City for testimony, then your travel will be paid for from the Intergovernmental Relations (IGR) budget (Fund: 1010.000, Cost Center 1000112000, Internal Order # LEGIS13). However, a travel request authorization (TRA) must still be submitted to the Finance Department in accordance with Fiscal Directive 3. The TRA should note that the travel was requested by IGR. If the County's lobby team has not requested your presence in Carson City but you believe your involvement in the legislative process or on a given bill is important, please communicate your thoughts to Sabra Smith Newby, Director of Administrative Services, and obtain my permission for the travel.

All completed legislative travel expense reports must be sent to Kathy Jenkins in the Finance Department for proper accounting regardless of the funding source used. If time is spent lobbying and/or testifying, the amount of actual time in half hour increments must be reported on the expense reports. Do not send legislative travel expense reports directly to the Comptroller, as this will only delay processing. The Comptroller will not process any legislative travel expense reimbursement without Finance's review and approval.

All legislative travel and related expenses must be reported, regardless of whether the expense was prepaid directly by the County or incurred by the traveler. If testimony in Carson City was requested by the County's lobby team, travel will be paid from the IGR budget and should be coded with the internal order # LEGIS13. All other approved legislative travel will be paid for from the appropriate departmental budget and should be coded using the same internal order # LEGIS13.

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Your compliance with these procedures is appreciated and will assist the County in maintaining coordinated activities during the 2013 legislative session and complying with reporting requirements outlined in various NRS provisions. Please ensure that your assistant department heads and department legislative liaisons receive copies of this memorandum.

If you have any questions regarding the financial reporting requirements, please contact Kathy Jenkins at 455-3545.

Attachment: Fiscal Directives 3 and 17
Travel Expense Report

cc: Mary-Anne Miller, District Attorney's Office – Civil Division
David Dobrzynski, Finance
Damon Harris, Finance
Sabra Smith Newby, Director, Administrative Services
Yolanda King, Carson City Lobby Team, Clark County
Michael Murphy, Carson City Lobby Team, Clark County
Alex Ortiz, Carson City Lobby Team, Clark County
John Jones Jr., Carson City Lobby Team, District Attorney's Office
Steve Yeager, Carson City Lobby Team, Public Defender's Office
Alice Bolin, Principal Management Analyst, Administrative Services
April Turner, Senior Management Analyst, Administrative Services
Chris Due, Administrative Secretary, Administrative Services
Kathy Jenkins, Office Services Manager, Finance
Ellen Skiba, Adm. Secretary, Budget & Financial Planning, Finance
