

CLARK COUNTY BUSINESS EXPENSE REIMBURSEMENT POLICY

PURPOSE

This policy addresses reimbursement of expenses incurred in the conduct of official county business.

County elected and appointed officials, employees, quasi-employees, members of county boards, commissions and citizen advisory committees are covered by this policy and are collectively referred to herein as "employee".

DEFINITIONS

For purposes of this policy, business expenses are defined as necessary and reasonable expenses incurred in the course of official county business not associated with travel.

Routine meals with individuals, consultants, employees of the county, other local agencies or service clubs (i.e. rotary, women in action, etc.) are not eligible for reimbursement. **Exception:** for elected officials or departmental heads who are encouraged to attend local service clubs and agencies as a matter of county policy. Additionally, routine departmental meetings scheduled during the noon hour would not qualify for reimbursement.

Expense associated with special events, such as departmental retreats and in-house training sessions are reimbursable if approved by the department head or elected official. Special events are by definition, infrequent activities (i.e. annual or semi-annual events vs. weekly or monthly events). Department heads and elected officials are accountable for exercising responsible judgment in determining when to approve meal, beverage or snack purchases under this section. General guidance is provided as follows:

Expenses **not** reimbursable:

- The purchase of doughnuts and coffee for regularly occurring meetings such as department staff meetings of county employees
- The purchase of snacks for lunch or break rooms
- The purchase of food, beverages, or items associated with retirement events

Reimbursable expenses:

- A meal provided to individuals serving on official county boards, commissions, or other special purpose groups such as an oral interview panel when scheduling necessitates meeting during normal meal times
- An employee attends a business meeting or seminar that extends over a normal meal time and the registration fee does not include a meal
- A manager takes a job applicant to lunch as part of a selection process. Reimbursement for expenses of this nature should be limited to position finalist

For expenses related to group events, a copy of the meeting agenda or program along with a list of attendees should be submitted with the reimbursement request or invoice.

Expenses that are integral to incentive-based youth programs and are established best practices are reimbursable. Departments with these programs must document a policy that includes the circumstances, frequency, and amount of acceptable expenditures. Each expenditure will be subject to department management approval. A current copy of the policy will be provided to the Auditor's Office.