

**WELD COUNTY  
CODE ORDINANCE 2024-11**

**IN THE MATTER OF REPEALING AND REENACTING, WITH AMENDMENTS, CHAPTER 2  
ADMINISTRATION OF THE WELD COUNTY CODE**

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF  
WELD, STATE OF COLORADO:**

**WHEREAS**, the Board of County Commissioners of the County of Weld, State of Colorado, pursuant to Colorado statute and the Weld County Home Rule Charter, is vested with the authority of administering the affairs of Weld County, Colorado, and

**WHEREAS**, the Board of County Commissioners, on December 28, 2000, adopted Weld County Code Ordinance 2000-1, enacting a comprehensive Code for the County of Weld, including the codification of all previously adopted ordinances of a general and permanent nature enacted on or before said date of adoption, and

**WHEREAS**, the Weld County Code is in need of revision and clarification with regard to procedures, terms, and requirements therein.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of County Commissioners of the County of Weld, State of Colorado, that Chapter 2 Administration of the Weld County Code be, and hereby is, repealed and re-enacted, with amendments, to read as follows.

**CHAPTER 2  
ADMINISTRATION**

**ARTICLE XII - Miscellaneous Policies**

**Amend Sec. 2-12-160. Travel, lodging, meals, rental cars.**

It is the policy of Weld County to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of Weld County.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

A. and B. – No change.

C. Meals and incidentals (conference/training). The Weld County Home Rule Charter says that employees will be reimbursed for actual expenses incurred while on County business. Employees traveling on County business are eligible for reimbursement for their personal meal expenses. Employees may choose to submit receipts for their actual meal expenses,

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Carly Koppes, Clerk and Recorder, Weld County, CO  
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or they may opt to use the per diem rate; an employee cannot combine both methods on the same trip.

1. Actual Expense Reimbursement for Meals and Incidentals

If an employee chooses to get reimbursed for actual expenses, which includes, but is not limited to, the cost of meals and incidentals incurred while attending conferences and training, the following rules apply:

- a. Cost of the meal is to be reasonable.
- b. Tipping is reimbursed at no more than twenty (20) percent, unless it is automatically added for a large group at a higher amount.
- c. Itemized receipts are required (digital image is acceptable). If an itemized receipt is not turned in, no reimbursement will be allowed.
- d. If meals are provided as part of the conference or built into the standard hotel room cost, reimbursement will not be allowed.
- e. Copy of the conference or meeting agenda (meeting schedule) must be included with the reimbursement request.
- f. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay per-view movies, in-theater movies, social activities and related incidental costs are not reimbursable.
- g. Cost of "snacks" other than a meal will not be allowed.
- h. No reimbursement for alcohol.
- i. If receipt is for multiple people, names of those who have items being paid for must be included on the receipt.

2. Per Diem Allowance Reimbursement for Meals and Incidentals

An employee may choose to get reimbursed for meals and incidentals using a per diem allowance. Per diem allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's home or primary worksite. Per diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler's home or primary worksite.

Weld County's per diem rates are based on the U.S. General Services Administration (GSA) Guidelines, which vary by city location. In addition to meals, these rates include incidental expenses such as laundry, dry cleaning, and service tips (e.g. housekeeping or porter tips). Incidental expenses, unless specifically stated in this policy, will not be reimbursed.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

3. Determining Per Diem Rates

Per diem is calculated using the traveler's time of departure and time of return. The traveler is entitled to one day per diem for every 24-hour period and one half-day per diem for any 12-hour period.

For travel within the contiguous United States (including Alaska, Hawaii), see Domestic Per Diem Rates on the GSA website (<https://www.gsa.gov/portal/content/104877>). Find the city (or county if city is not listed) and corresponding rates. If the county in which you stayed is not listed, use the Basic Rate, noted at the top of the government page above the city and county listings.

4. Adjustments to Per Diem Rates

a. Calculation for Per Diem on the First and Last Day of Travel

Once you have determined the appropriate rate for the city or county visited and entered it in an expense report, the correct amount for the first and last day of travel, at 75% of the meals rate for the first day based on government listed rate for the city traveled to, and 75% of meals rate for the last day, based on the government listed rate for your place of business.

b. Deductions for Meals Included in Registration Fees and Hotel Charges

When meals are included in conference registration fees or hotel rates, a deduction must be made from the applicable per diem rate, regardless of whether the employee decides to eat that meal. To determine the appropriate deduction amount by travel location, select Meals and Incidental Expense Breakdown from the Domestic Per Diem Rates page of the U.S. General Services Administration web site.

Example:

A Weld County business traveler stayed in a Marriot Hotel in Chicago, Illinois. The cost of breakfast was included in the hotel rate. At the time of travel, the maximum daily per diem rate for meals and incidental expenses (M&IE) for Chicago, Illinois was \$79 (\$18 breakfast, \$20 lunch, \$36 dinner, and \$5 incidentals). Therefore, the traveler would adjust the daily per diem rate to \$61 (\$79 – \$18).

Remainder of Section – No change.

**BE IT FURTHER ORDAINED** by the Board that the Clerk to the Board be, and hereby is, directed to arrange for Municode to supplement the Weld County Code with the amendments contained herein, to coincide with chapters, articles, divisions, sections, and subsections as they currently exist within said Code; and to resolve any inconsistencies regarding capitalization, grammar, and numbering or placement of chapters, articles, divisions, sections, and subsections in said Code.

**BE IT FURTHER ORDAINED** by the Board, if any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is for any reason held or decided to be unconstitutional, such decision shall not affect the validity of the remaining portions hereof. The Board of County Commissioners hereby declares that it would have enacted this Ordinance in each and every section, subsection, paragraph, sentence, clause, and phrase thereof irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases might be declared to be unconstitutional or invalid.

The above and foregoing Ordinance Number 2024-11 was, on motion duly made and seconded, adopted by the following vote on the 10th day of July, A.D., 2024.

BOARD OF COUNTY COMMISSIONERS  
WELD COUNTY, COLORADO

ATTEST: Anthony G. Masick  
Weld County Clerk to the Board

Kevin D. Ross  
Kevin D. Ross, Chair

BY: James M. Warwick  
Deputy Clerk to the Board

Perry L. Buck  
Perry L. Buck, Pro-Tem

Mike Freeman  
Mike Freeman

APPROVED AS TO FORM

EXCUSED

Scott K. James  
County Attorney

Scott K. James

Date of signature: 7/22/24

Lori Saine  
Lori Saine

First Reading: June 10, 2024  
Publication: June 16, 2024, in the Greeley Tribune  
  
Second Reading: June 26, 2024  
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Final Reading: July 10, 2024  
Publication: July 14, 2024, in the Greeley Tribune  
  
Effective: July 19, 2024