911 Emergency Response Advisory Committee Policy Review and Proposed Updates

911 Emergency Response Advisory Committee – November 20, 2025

911 Committee Policy Proposal - Reimbursements

Support Materials for Reimbursements:

- Support materials should be clear, and reimbursement amounts easily identifiable and reconcilable with the reimbursement amount requested.
  - If information provided is not easily reconcilable, it will be returned to the submitting agency and not processed.

- Process for expenditures already paid:
  - As part of reimbursement request
    - Submit supporting materials, e.g., receipts, initial quotes, certification of goods receipt.
    - Submit Invoice for Washoe County payment to requesting agency
    - As necessary, submit cover sheet with clear instructions on reconciling receipts with requested reimbursement amount.

911 Committee Policy Proposal - Reimbursements

Support Materials for Reimbursements:

- Process for “pre-approval” for anticipated expenditures:
  - Submit quotes for materials or services.
  - Provide clear explanation to 911 Committee of why pre-approval is necessary.
  - Upon submission of Invoices to Washoe County:
    - Provide clear supporting documentation such as receipts, vendor invoices, project schedules, project milestones, or statement(s) of work.
    - Provide clear information that helps to reconcile the invoice provided to Washoe County with the original reimbursement request.
    - If a partial reimbursement is requested, documentation shall be required detailing partial amount(s) requested for reimbursement and remaining total of original reimbursement request.
    - If full reimbursement request is not approved and submitted for reimbursement within the Fiscal Year it was requested, agencies shall seek re-approval of the remaining reimbursement for the following fiscal year.

911 Committee Policy Proposal - Reimbursements

Invoices

- Invoices for expenditures already paid by agency:
  - Invoices should be submitted as part of the reimbursement request.
  - If an invoice is not submitted as part of the reimbursement request, the invoice shall be sent within 30 days of the reimbursement request approval by the 911 Committee.
    - If an invoice is not received within 30-days of the approved reimbursement request, Washoe County will not pay the invoice without re-approval of the request.
- Invoices for “pre-approved” anticipated expenditures:
  - It is the responsibility of the requesting agency to document reimbursements and reimbursement requests.
  - Agencies shall submit invoices to Washoe County within 60 days of receiving the approved good or service.
- All invoices shall specify which fiscal year the expense occurred to ensure that expenses are ‘booked’ in the appropriate fiscal year.
- Invoices should be sent to APTeam@washoecounty.gov
  - Cc tsmeetingcoordinator@washoecounty.gov

911 Committee Policy Proposal - Reimbursements

Travel Reimbursements

- For travel reimbursement requests, the E911 Committee shall follow Washoe County's travel policy or the requesting agency's policy, whichever is more restrictive.
- Washoe County Travel Policy

Thank you

Questions?