



Personnel and Administrative Policy and Procedure

SUBJECT: MILEAGE REIMBURSEMENT	EFFECTIVE DATE: November 15, 2006 REVIEWED: May 2011 REVISED:
CATEGORY: 400 POLICY NUMBER: 400.2	CROSS REFERENCE: Cross Reference Travel Reimbursement Policy and Procedure 200.56 Taxable Fringe Benefits Policy 400.4

Purpose: To outline mileage reimbursement procedures for use of a personal vehicle in the performance of city business.

Scope: This policy applies to all employees except as otherwise provided by an employment contract for the City Manager.

Policy: Employees will be reimbursed for authorized use of personal vehicles in the performance of City business. The City does not reimburse for normal commutes to and from work.

Procedures

1. The use of personal vehicles will be reimbursed on a mileage basis at the current IRS rate. The current IRS rate is available on the Travel Authorization Form and at www.gsa.gov. All other costs related to use of a personal vehicle including insurance and gasoline are the responsibility of the employee.
2. Reimbursements of up to \$50.00 are made through department petty cash custodians. Reimbursements of greater than \$50.00 are submitted to accounts payable. In either case the employee must submit a signed copy of the attached mileage log within one month of the travel showing the purpose of travel, date and mileage used.
3. City vehicles should not be driven home. There may be exceptions for those in law enforcement that are assigned a take home vehicle by the Chief of Police in order to respond to emergency situations. Any non-work related travel must be documented on a monthly basis and submitted to Payroll and may be subject to taxation. Any take home privileges or personal use of a City vehicle may be subject to taxation under the IRS regulations.
4. See [Vehicle Use Policy](#) for more information on insurance requirements and use of personal vehicles to conduct City business.

Responsibilities

Employees:

To submit accurate mileage reimbursement requests within one month of the travel.