



## Office of the City Auditor Policies and Procedures

<b>Number:</b> 7.2.3	<b>Title:</b> Mileage Reimbursement for Personal Vehicle Use	
<b>Original Date:</b>	<b>Revision Date:</b>	<b>Approved By:</b>
05/08/2006		[Stephen Morgan]

### I. Policy

The Office of the City Auditor shall provide mileage reimbursement to approved employees for the use of their personal vehicle for City business travel.

### II. Purpose

OCA employees are frequently required to travel in their personal vehicles while conducting official City business. The purpose of this policy is to establish a process for:

- A. OCA employees to request mileage reimbursement for City business travel.
- B. OCA management to approve or disapprove mileage reimbursement requests.

### III. Definitions

- A. **Business Travel** – supervisor-authorized personal vehicle use in the performance of official City business duties.
  - 1. While not an exhaustive list, examples of travel that may not be considered “business travel” include travel:
    - a. While performing personal errands.
    - b. From a worksite to a meal or from a meal to a worksite.
    - c. From home to a worksite or from a worksite to home, except where such travel is in response to an emergency callback as determined by a supervisor.
- B. **Employee Vendor Code** – a code established through the Finance Department’s purchasing section that identifies a city employee for the purpose of issuing city checks, mileage reimbursement, and other related business transactions.

- C. **Mileage Reimbursement Form** – required form submitted by the employee to receive reimbursement for mileage driven in their personal vehicle for business travel (see Attachment A).
- D. **Personal Vehicle** – any non-City-owned vehicle.
- E. **Required Prerequisite Documents** – the employee's:
  - 1. Valid, current driver's license.
  - 2. Current insurance documentation indicating that the employee has at least the minimum State-required public liability coverage.
- F. **Standard Mileage Chart** – chart listing distance in miles from City Hall to the most commonly used City facilities (see Attachment B).
- G. **Supervisor** – Assistant City Auditor, Deputy City Auditor, or City Auditor as applicable.
- H. **OCA Budget** – Employee (s) responsible for administering the budget and approving expenses.

#### IV. Procedures

- A. Requesting Approval to Use a Personal Vehicle for Business Travel:
  - 1. Each employee may request approval from their supervisor to be eligible for business travel mileage reimbursement by submitting the required prerequisite documents.
  - 2. Each supervisor will:
    - a. Review the required prerequisite documents for compliance with this policy.
    - b. Approve or disapprove the employee for business travel.
      - i. If the request is disapproved, the supervisor will return the request to the employee with a documented reason for the disapproval.
      - ii. If the request is approved, the supervisor will submit the employee's name on an "approved" list to OCA Budget.
- B. Requesting Mileage Reimbursement for Business Travel:
  - 1. Employees must document business travel on a Mileage Reimbursement Form (Attachment A) immediately following business travel using a personal vehicle to ensure that the proper mileage is documented.
    - a. Employees may track mileage by using the vehicle odometer readings or the standard mileage chart (Attachment B).

2. Employees may document up to three months of business travel on a single Mileage Reimbursement Form, but must submit the form for approval by the 15<sup>th</sup> day of the third month.
  3. Employee must sign a completed Mileage Reimbursement Form and submit it to their supervisor for reimbursement approval.
- C. Approving/Disapproving Mileage Reimbursement Requests:
1. Supervisors must review all employee requests for business travel mileage reimbursement, including verification that:
    - a. The employee has been approved for business travel.
    - b. All applicable information is included in the request.
    - c. There was a legitimate business purpose for the travel.
    - d. The mileage claimed is accurate.
    - e. The travel was conducted efficiently (i.e., the minimum number of personal vehicles was used).
  2. If the mileage reimbursement request is disapproved, the supervisor will return the request to the employee with a documented reason for the disapproval.
  3. If the mileage reimbursement request is approved, the supervisor will forward the request to OCA Budget for payment authorization.
  4. OCA Budget will forward the final approved mileage reimbursement request to the appropriate OCA administrative support staff for processing.
  5. Administrative staff will:
    - a. Ensure that the appropriate signatures are affixed.
    - b. Process all reimbursement forms with the City's Accounts Payable division in a timely manner.
    - c. Reconcile the amount of the reimbursement check with the filed reimbursement form when the check is received.

## V. Responsibilities

- A. For mileage reimbursement purposes, **OCA Employees:**
1. Shall maintain a current Texas Driver's License.
  2. Shall maintain minimum required liability insurance on any vehicle driven.
  3. Shall follow the applicable State driving laws and City policies regarding the use of a personal vehicle for City business.
  4. Shall request approval to use a personal vehicle for business travel.
  5. May request mileage reimbursement for business travel in a personal vehicle.
  6. Shall use good judgment when more than one employee is required to travel to the same destination. OCA employees will carpool when practical.

- B. **Supervisors** will:
1. Review and decide employee requests to be eligible for business travel using a private vehicle.
  2. Review and decide employee requests for mileage reimbursement for business travel based on criteria noted above.
  3. Provide a documented reason for any disapproved requests.
  4. Provide a list of employees “approved” for business travel to OCA budget.
- C. **OCA Budget** will:
1. Maintain a list of employees “approved” for business travel.
  2. Forward the final approved mileage reimbursement request to the appropriate OCA administrative support staff for processing.
- D. **Administrative Staff** will process the final approved mileage reimbursement requests as noted above.

## Office of the City Auditor MILEAGE REIMBURSEMENT FORM

[illegible]

## Attachment B

Office of the City Auditor STANDARD MILEAGE CHART (one-way)			
LOCATION	ADDRESS	ZIP CODE	Miles from City Hall
<b>WORKSITE</b>			
New City Hall	300 W. 2nd Street	78701	-
<b>COMMON MEETING LOCATION(S)</b>			
Carver Branch Library	1161 Angelina	78702	2.1
<b>COMMON TRAINING LOCATION(S)</b>			
Thompson Center	2504 Robert Dedman	78712	3.3
State Auditor's Office	105 W. 15 <sup>th</sup> Street	78701	1.07
Solutions Group Training Center	1617 N. I-35	78702	1.9
J.J. Pickle Campus	10100 Burnet Road	78758	10.6
Learning and Research Center	2800 Spirit of Texas Drive	78719	7
<b>PRIMARY CITY OFFICE LOCATIONS</b>			
Arthur B. Dewitty Center (HR)	2209 Rosewood	78702	2.8
Austin Bergstrom International Airport	3600 Presidential Blvd	78719	7.5
Austin Convention Center	500 Cesar Chavez	78701	0.6
Austin Energy - Kramer Lane Service Center	2412 Kramer Lane	78758	11.6
Austin Energy - St. Elmo Service Center	4411 Meinardus	78744	5.1
Austin Energy - Town Lake Center	721 Barton Springs Road	78704	0.7
Austin History Center	810 Guadalupe	78701	0.9
AWU - East Service Center	6301 Harold Court	78721	6.2
AWU - Govalle	911 Linger Lane	78721	4.6
AWU - North Service Center	907 W. Koenig Lane	78756	5
AWU - Southeast Service Center	3907 S Industrial Drive	78744	5.1
AWU - Waller Creek Center	625 E 10th Street	78701	1.7
AWU - Webberville Service Center	2600 Webberville Road	78702	2.7
Building Services Administration	411 Chicon Street	78702	1.8
Community Court	719 E. 6th Street	78701	1.4
Ed Bluestein	4100 Ed Bluestein	78721	6.5
Fire Headquarters	1621 Festival Beach	78702	1.8
HHSD Campus	601 Airport Boulevard	78702	3.9
Municipal Building	124 W. 8th Street	78701	0.8
Municipal Court	700 E. 7th Street	78701	1.2
Combined Transportation Emergency & Communications Center	5010 Old Manor Road	78723	6
One Texas Center	505 Barton Springs Road	78701	0.6
Palmer Events Center	900 Barton Springs Road	78704	0.8

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Parks and Recreation Headquarters	200 South Lamar	78704	<b>1.08</b>
Police Headquarters	715 E 8th Street	78701	<b>1.5</b>
Police Training Academy Pistol Range	4800 Shaw Lane	78745	<b>8.7</b>
RBJ Building (EMS, Community Care)	15 Waller Street	78702	<b>1.6</b>
Small and Minority Business	4201 Ed Bluestein Boulevard	78721	<b>6.7</b>
Solid Waste Services Administration	2100 E. St. Elmo Road	78744	<b>4.8</b>