

## Private Vehicle Mileage Reimbursement

**1.8.3**

### PURPOSE

To establish guidelines for mileage reimbursement to employees who have been authorized to use their private vehicle while conducting official City business. These guidelines apply to all City employees and officials, and supersede all other directives previously issued pertaining to mileage reimbursement when using personal vehicles.

### POLICY

City employees may be authorized to operate personal vehicles within the scope of their employment for official City business, when it is determined that it is more cost effective to provide mileage reimbursement compared to the use of a City vehicle.

**Employees must meet minimum qualifications as outlined in the Use of City and Personal Vehicles Policy to be authorized to use their personal vehicle to conduct official City business.** Refer to [City Policy Manual 1.8.1, Use of City and Personal Vehicles](#) for policy, procedures and guidelines on the Use of City and Personal Vehicles.

Authorized employees will be compensated for the use of their automobiles on City business at the prevailing mileage reimbursement rate for employee business use of private automobiles as established by the City. The City will periodically review the City Rate and use the Internal Revenue Service (IRS) standard mileage rate as a benchmark. For miles driven on or after January 13, 2019, the City's mileage reimbursement rate shall be \$.58 per mile and will be re-evaluated when the IRS issues a new rate. Any changes to this rate will be posted on the Finance Department's Travel web page.

Mileage from the employee's home to the first point of duty, and from the last point of duty to home will **not** be considered as City business, unless the employee's first or last point of duty is outside of City of San Jose limits. Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.

### AUTHORIZATION AND PROCEDURES

#### Reporting Requirements

1. Employees requesting mileage reimbursement shall complete the [Mileage Reimbursement Claim Form](#) and record the mileage on their electronic timecard. Claims must be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred.
2. Report only travel on authorized City business. If the continuity of a day's travel is interrupted by a personal trip, deduct this trip from the mileage claim.
3. Odometer readings or a printed copy of an online map for each business trip must be specified on the form, and are subject to audit verifications at any time. Record actual odometer readings (to the nearest whole mile).

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4. Report only beginning and ending mileage during working hours, related to official City business.
5. In instances when an employee's first and/or last point of duty is outside City of San Jose limits, an employee shall be reimbursed for the number of miles driven between the employee's home and the first and/or last point of duty, minus the number of miles the employee normally commutes from home to and/or from the employee's regular work location.
6. Adequate explanation of locations covered must be shown. Where applicable or required by the supervisor, indicate assigned area and number of trips.
7. Employees shall sign all mileage reimbursement claim forms and submit the claim to the supervisor or department director or designee for approval. Employees who submit false claims for mileage reimbursement are subject to disciplinary action, up to and including termination.

Supervisor/Management Review

The employee's supervisor or designee is responsible for conducting periodic odometer checks or other checks as deemed necessary to assure propriety of trips and to certify that only necessary mileage has been included for reimbursement and that the amount claimed is correct and proper.

The Department Director or designee shall be responsible for reviewing monthly reimbursement claims for each employee to assure that it is cost effective to continue to provide mileage reimbursement. Monthly claims equal to or greater than 1420 miles for light trucks and 920 miles for sedans should be reviewed to determine if it is more cost effective to provide a City vehicle. If a City vehicle is more cost effective, the department shall refer to the procedures and guidelines in [City Policy Manual 1.8.1, Use of City and Personal Vehicles Policy](#) to request a City vehicle.

Approved:

/s/ Julia H. Cooper  
Director of Finance

January 25, 2019  
Date

Approved for posting:

/s/ Jennifer Schembri  
Director of Employee Relations  
Director of Human Resources

January 25, 2019  
Date