

CITY OF EUREKA

Category: FINANCE

POLICIES & PROCEDURES

Subject: MILEAGE REQUISITION

Date Adopted: January 1, 1976

File Number 2.13

### POLICY OBJECTIVE

Establish procedures for reimbursing individuals for use of private vehicles to conduct City business.

### ASSIGNED RESPONSIBILITY

Department of Finance

### APPLICABILITY

Applicable to all City employees who use a private automobile to conduct City business.

### PROCEDURES

1. In most cases, it is preferred that employees use City cars for the purpose of conducting City business. However, when a city car is not available a private car may be used. The employee-owner is entitled to reimbursement at the current mileage rate allowed by the Internal Revenue Service for business use of an automobile at the time of use.
2. When an employee intends to use a private vehicle for City business, he should obtain from the Finance Department the appropriate reimbursement form. In order to be eligible for reimbursement, the employee must record the following:
  - A. Date(s) the automobile was used
  - B. Mileage, beginning and ending
  - C. Net mileage
  - D. A brief explanation of the purpose of the trip
  - E. Department head approval

The City Manager or appropriate department head may disallow mileage reimbursement if he feels the claim is not justified.