

City of Los Alamitos

Administrative Regulation

Regulation: 3.5
Title: Mileage Reimbursement
Authority: City Manager
Date: May 2, 2005
Revised:



City Manager

- 1. Purpose:** This regulation provides procedures for Mileage Reimbursement.
- 2. Application:** This Administrative Regulation applies to all employees who use personal vehicles during the course of the performance of required duties.
- 3. Regulation:**

From time to time, employees of the City may be required to use their personal vehicles for the performance of their duties. Prior approval shall be secured prior to the use of a personal vehicle. Such approval shall be granted by the Department Head and/or City Manager for other than elected officials. Reimbursement shall be paid at a rate established by the City Manager, consistent with reasonable standards and/or IRS guidelines. Application for reimbursement shall be submitted on a Mileage Reimbursement Claim Form which is attached. When practicable, such claims should be grouped for ease of administration over a reasonable period of time. Failure to submit a complete form shall be grounds for denial of a claim.

Employee Name: _____

Department: _____

Date(s)	Purpose of Trip (Meeting, Conference, Etc.)	Mileage (Odometer)		
		Ending	Beginning	Total Miles

_____ Total Miles Driven _____ C

Employee Signature & Date

_____ Mileage Rate in Cents _____

Approved by Department Head & Date

_____ Total Reimbursement: _____

Approved by City Manager & Date
(Councilmembers & Dept. Heads only)

_____ Date _____

Cash Received by