

City of Los Alamitos
Administrative Regulation

Regulation: **3.5**
Title: **Mileage Reimbursement**
Authority: **City Manager**
Date: **May 2, 2024**
Revised: **April 22, 2024**

DocuSigned by:
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Chet Simmons, 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 performance of required duties. Employees whom receive an auto allowance or similar are not eligible for mileage reimbursement.
- 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. Failure to submit a complete form shall be grounds for denial of a claim.

Mileage Reimbursement Form Instructions

1. Complete all required fields on the form, including your name, department, department budget account number, date of travel, purpose of the trip, starting point, destination, and total number of miles traveled.
2. Travel Documentation: Attach any agendas, schedules, or materials related to the conference, meeting, or training you attended.
3. Mileage Details: Use a reliable mapping service like Google Maps to calculate the exact mileage between your starting point and destination. Print out these details and attach them to your form.
4. Ensure that all supporting documents clearly correspond to the dates and purposes listed on your Mileage Reimbursement Form.
5. Review all information on your Mileage Reimbursement Form and attached documents to ensure accuracy and completeness.
6. Sign the form to certify that the information is correct and that the travel was for official city business.
7. Submit the completed form and all attachments to your supervisor or department head for initial approval.
8. Once approved, forward the form to the Finance Department or the designated office handling reimbursements.
9. Keep a copy of all documents for your records.
10. Allow for the processing time as informed by the Finance Department. If you do not receive your reimbursement within this period, follow up with the department to check the status of your submission.
11. Be aware that your submission may be subject to random audits or reviews to ensure compliance with city policies.
12. Prepare to provide additional information or clarification if contacted by the Finance Department during an audit.

