



Administrative Policies and Procedures

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| Policy Title: Employee Mileage Reimbursements | Policy Number: 505 |
| Effective: 10/2013 | |
| Supersedes: APR #505, dated 9/92, 08/07 | |
| Approval: <i>Steven D. Powers</i> | Page 1 of 2 |

1. Purpose

To establish a policy concerning mileage reimbursement for employees' approved use of personal transportation for City business.

2. Policy

2.1 The City of Ann Arbor shall pay mileage reimbursement for authorized business travel when an employee uses his/her personal vehicle.

2.2 For employees who receive a vehicle allowance under the City's Vehicle Allowance Policy, ordinary travel for business purpose is not eligible for mileage reimbursement. Ordinary travel is considered local travel for business purpose within Washtenaw County.

2.3 Single Day Trips: The following guidelines should be followed for training and other periodic events outside ordinary travel, if single day event:

2.3.1 Employees should take a City pool vehicle if it is available.

2.3.2 Employees should car pool with other employees whenever possible.

2.3.3 If a pool car is not used, mileage may be reimbursed for all individuals (regardless of whether they receive a vehicle allowance).

2.4 Trips of More Than One Day: The following guidelines should be followed for training and other periodic events outside ordinary travel, if more than one day

event:

- 2.4.1 Employees should car pool with other employees whenever possible.
 - 2.4.2 Mileage may be reimbursed for all individuals (regardless of whether they receive a vehicle allowance)
 - 2.4.3 The mileage rate paid by the City shall be adjusted periodically with the written approval of the City Administrator and should not exceed the reimbursement rate established by the Internal Revenue Service (IRS) regulations.
 - 2.4.4 Please reference APP#504 for further information on the City's travel policy.
- 2.5 Mileage to and from the workplace to home is excluded from reimbursement.
- 2.6 Mileage and travel reimbursement requests must be approved by an employee's supervisor. In the case of the City Administrator and City Attorney, the Chairperson of the Council Administrative Committee must approve.
3. Procedure
- 3.1 Complete and submit an approved Mileage Reimbursement Request form to the Accounting Services Unit for payment.
 - 3.2 Business travel mileage should be calculated as the lesser of miles from home to destination or from work place to destination.