



Administrative Policies and Procedures

Policy Title: Vehicle Allowance Policy	Policy Number: 514
Effective: 10/2013	
Approval: <i>Steven D. Powers</i>	Page 1 of 2

1. Purpose

Establish a policy to prescribe the appropriate use of a vehicle allowance.

2. Policy

- 2.1 Vehicle allowances may be approved in circumstances in which it reduces the administrative burden on employees who regularly travel in their personal vehicle for a business purpose within the geographic boundaries of Washtenaw County.
- 2.2 Vehicle allowances, when approved, will not be considered a way to provide additional compensation for services rendered to the city. Allowances will be considered reimbursement for regular local business travel.
- 2.3 The amount of vehicle allowance approved by the city should be justified by considering the typical travel responsibilities, the distances traveled on a daily or weekly basis, the current mileage reimbursement rate, and the type of vehicle necessary for the travel.
- 2.4 Vehicle allowances are not considered pensionable earnings and will not be subject to Pension withholding.
- 2.5 Vehicle allowances can be canceled at any time when it is determined that it is no longer in the city's best interest.

3. Procedure

- 3.1 A request for a vehicle allowance should be made to an employee's supervisor. All requests must be approved by the Service Area Administrator, and the Human Resources Director before submission to the City Administrator. The final decision as to whether an employee is approved for a vehicle allowance will be made at the sole discretion of the City Administrator.
- 3.2 After all approvals are obtained, the request, along with the calculation per Sections 2.3 and 2.4, should be submitted to Payroll.