

BULLETIN

NO: 18-173
DATE: September 13, 2018
TO: All Personnel
FROM: Michelle Yamamoto, Assistant to the Fire Chief
SUBJECT: Mileage Reimbursement

To receive mileage reimbursement for the use of a personal vehicle, personnel shall record all mileage information on the SDFD Mileage Report AC-1145 (see example attached). A new form has been created and is accessible on the S-drive (>FORMS >Blank Forms >AC) and the Web Portal (>Forms >Mileage Reimbursement Form). Please ensure you are using the correct AC-1145 form, dated 07/2018.

The current IRS standard mileage rates for business reimbursement are utilized. Reimbursable mileage will be paid for the following:

1. From regular duty station to mandatory shift station
2. From an overtime or mandatory shift station to a mandatory shift station
3. From regular duty station to RDSS station
4. From a mandatory shift station or RDSS station to home or regular duty station (whichever is fewer miles)
5. To and from mandatory training if sent by supervisor during shift (for example: IST, BMO, battalion level training, etc.)
6. To and from scheduled meeting when no city vehicle is assigned or available (straight day personnel only)
7. When transferring equipment between locations using personal vehicle (requires Battalion Chief approval)

Mileage that does not otherwise meet the intent of the City of San Diego's Administrative Regulation (AR) 45.10, Local 145 MOU Article 8, and MEA MOU Article 38 will **not** be reimbursed. Examples of non-reimbursable mileage are as follows:

1. Home to station to pick up equipment, then to mandatory training
2. From home or from station (regular duty, overtime or mandatory) to continuing education or mandatory-scheduled training (Operations personnel only)
3. To or from scheduled meeting or training (Operations personnel only)

While driving a personal vehicle while on city business (reimbursable mileage) personnel must adhere to city driving rules and regulations (see City of San Diego City AR's 45.10 75.05, and 75.85) including vehicle accident procedures (San Diego City AR 75.12).

At the end of the month, reimbursable miles driven should be totaled, and the reimbursable mileage amount should be calculated by multiplying the total reimbursable miles by the mileage rate. Personnel will be expected to provide supporting documentation for all reimbursable mileage requests. The SDFD Mileage Report AC-1145 form is to be checked for accuracy and signed by the supervisor before sending the completed document to your payroll specialist via hard copy.