

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 06		DEPARTMENT F I R E - R E S C U E
SUBJECT: STATION MANAGEMENT MILEAGE REIMBURSEMENT	SECTION 16	PAGE 1 of 2	EFFECTIVE DATE 15 September 2021

I. PURPOSE

The purpose of this policy is to outline the procedures for mileage reimbursement when San Diego Fire-Rescue Department (SDFD) personnel use their private vehicle to travel from one work location to another.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department personnel.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. Reimbursement Policy

SDFD employees will be reimbursed for use of their private vehicle to travel from one work station to another work station when such travel is a result of re-assignment of work stations.

While driving a personal vehicle while on city business (reimbursable mileage) personnel must adhere to city driving rules and regulations [see San Diego City Administrative Regulation (AR) 45.10, 75.05, 75.50, and 75.85] and vehicle accident procedures including the use of the vehicle accident envelope (San Diego City AR 75.12).

Reimbursement rates for mileage are set at current Internal Revenue Service (IRS), Memorandum of Understanding, or AR 45.10 standard mileage rates for business reimbursement.

Personnel are required to submit documentation justifying the mileage reimbursement with the mileage report. If payroll receives the mileage reimbursement without adequate documentation the report will be returned to the employee with a request for documentation.

B. 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 regular duty specialty staffing (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
7. When transferring equipment between locations using personal vehicle (requires battalion chief or supervisor approval)
8. Other as approved by battalion chief, lieutenant, manager or higher

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C. Procedure

1. When the employee is notified of a re-assignment of work station, he/she will obtain a Mileage Report (AC-1145) from the M-drive (>FORMS > Blank Forms >AC >AC1145 Mileage Reimbursement Form) or the SDFD Web Portal (>Forms >Mileage Reimbursement Form).
2. The employee will maintain the report for the entire calendar month and utilize it as required.
3. At the end of the month, reimbursable miles should be totaled, and the reimbursable amount should be calculated.
4. The battalion chief, lieutenant, or manager will check the report for accuracy and sign in the space provided for "Departmental Approval".
5. The employee will forward a copy of the completed report to their payroll specialist with all required supporting documentation.
6. Mileage Reports received by payroll after the second day of the month will be processed for payment the following month.
7. It is the responsibility of each employee to ensure that these procedures are followed to receive the mileage allowance.
8. If an employee is transferred after reaching his/her normally assigned work site and does not have transportation available, the Department will arrange transportation to the new work site. At the end of the duty shift, the employee has the option of leaving the assigned work site upon being relieved or requesting the Department to arrange transportation to the original work site. In the event the employee requests return transportation, the Department shall arrange such transportation as soon as practical.
9. It is the responsibility of each employee used in a mid-shift transfer to notify the immediate supervisor (at new work site) upon arrival, that transportation will be needed to return to the original work site at the end of the duty shift.

D. Insurance

Employees eligible for mileage allowance will be required to certify on the Mileage Report that they have an insurance policy providing coverage as dictated in San Diego City AR 45.10.