

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 06		<b>DEPARTMENT</b> FIRE
<b>SUBJECT</b> STATION MANAGEMENT: MILEAGE ALLOWANCE	<b>SECTION</b> 16	<b>PAGE</b> 1 of 3	<b>EFFECTIVE DATE</b> 07/01/01

## XVI. MILEAGE ALLOWANCE

### A. Reimbursement Policy

Uniformed Fire and Life Safety 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 during the employee's assigned duty shift.

### B. Procedure

1. When the employee is notified of a re-assignment of work station, he/she will obtain a Monthly Mileage Report (AC-1145) from the Captain of the station from which he/she is being reassigned.
2. The employee will maintain the card for the entire calendar month and utilize it as required.
3. The mileage from one work station to the other will be recorded on the Monthly Mileage Report as per Standard Instructions 06 Section XVI.D.
4. The respective Captain for the new work station will sign the entry for the day and indicate the station number. It is the employee's responsibility to obtain the Captain's signature.
5. The Battalion Chief will sign the Monthly Mileage Report in the space provided for Departmental Approval and forward them to the Accounts Payable Clerk in the Headquarters Section for payment.
6. Employees with claims for reimbursable mileage must submit the Monthly Mileage Report to their Battalion Chief, not later than 1st day of each month. Mileage Reports received at Headquarters after the second day of the month will not be processed for payment until the following month.
7. It is the responsibility of each employee to insure that these procedures are followed in order to receive the mileage allowance.

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8. In the event that an employee is transferred after reaching his/her normally assigned work site and does not have transportation available which is practical for a mid-shift transfer, 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. The employee shall be compensated for time spent in excess of one hour waiting for transportation after being relieved by his/her replacement.
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.

C. Insurance

Employees eligible for mileage allowance will be required to certify on the Monthly Mileage Report that they have in force an insurance policy providing coverage for at least \$15,000 and \$30,000 for public liability and \$10,000 for property damage.

D. Instructions

These instructions will outline the necessary steps for preparation of the Monthly Mileage Report for reimbursement of mileage incurred while in the performance of official City business Reference Administrative Regulation 45.10.

E. RESPONSIBILITY

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| Employee | <ol style="list-style-type: none"> <li>1. Obtain a Monthly Mileage Report (AC-1145).</li> <li>2. Fill out Card (AC-1145) <u>in pencil</u> according to the following: (See sample on next page) signature can be made out in ink. <ol style="list-style-type: none"> <li>a. Current Month - Month and year claim represents.</li> <li>b. Odometer Readings - Enter beginning and ending readings on car odometer for the day mileage incurred.</li> </ol> </li> </ol> |
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- c. Miles Traveled - Enter difference in even miles between odometer readings.
- d. Personal Miles Traveled - Secure immediate Supervisor's signature, station, station number, and brief reason for mileage in column 4 titled "Personal Miles Traveled."  
  
Example: OCA, jury duty, and other official City business.
- e. Totals - Add column 3 and enter in column total space.
- f. Less Personal Miles - Disregard this space.
- g. Net reimbursable Miles - Enter amount from line 5.
- h. Department - enter 120.
- i. Employee Soc. Sec. No. - Enter Social Security Number.
- j. Miles and Amount - Break down net reimbursable miles (g) by appropriate rate and extend amounts.
- k. Total Mileage - Insert total of mileage breakdown amounts.
  - l. Parking - Do not make any entry.
- m. Total due - Add K and L.
- n. Name/Signature - Print or type employee name and sign.

- 3. Mileage reports are to be checked for accuracy, and signed in the departmental approval space by the Battalion Chief and forwarded to Headquarters, Attn: Accounts Payable Clerk.