



*CITY OF GRAND RAPIDS*

# ADMINISTRATIVE POLICY

NUMBER: 83-01	DATE: 1/2/83
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>1/2/83 - K. Campbell</i>

**SUBJECT: MILEAGE REIMBURSEMENT (MONTHLY)**

**PURPOSE:** To clarify the purpose of the mileage reimbursement rate with respect to the use of privately-owned vehicles on City business.

**POLICY:**

**A. Mileage Reimbursement Amount**

1. The City factors the cost of fuel, maintenance, taxes, title operating supplies and insurance into the calculation used to arrive at an equitable mileage reimbursement rate. The City explicitly states that the employee using his/her own passenger vehicle on City business and receiving mileage reimbursement for the vehicle has been fully compensated for any collision damage, fuel, maintenance, taxes, title, operating supplies and insurance expenses associated with operating the vehicle.
2. City employees are to report on a monthly basis the number of miles driven in their private passenger vehicle on City business. Reimbursable mileage must be reported on the "Monthly Mileage Reimbursement Request". The immediate supervisor and department head must countersign this request for reimbursement. Employees who receive a flat monthly reimbursement for the use of their personal vehicles are to request reimbursement on that form also.
3. The "Monthly Mileage Reimbursement Request" clearly states that the City employee assumes responsibility for the operating and maintenance costs of the vehicle as well as insurance and other vehicular expenses in return for the reimbursement on a mileage basis (or flat monthly basis).

**B. Insurance**

1. City employees are required to adhere to all federal, state and local traffic rules and regulations including maintenance of the state mandated minimum automobile insurance limits.
2. It is to be understood by the employee that the City is indemnified from responsibility for accidents, damages to owned or non-owned property, or liability arising from the use of the private vehicle in return for the payment of the mileage reimbursement (or flat monthly reimbursement).
3. Failure to obtain and maintain vehicle insurance is solely the employee's responsibility. The size of the insurance deductible selected by the employee does not alter the provisions of this Administrative Policy.

**C. General Provisions**

1. Supervisors are responsible for assuring that employees seeking monthly mileage reimbursement are made familiar with the contents of this Administrative Policy Number 83-01.
2. Supervisors are not to encourage or require employees to use private passenger vehicles on City business unless suitable City owned transportation is not available.
3. Supervisors should limit the use of privately owned vehicles from being used to haul tools and supplies whenever possible.
4. Privately owned motorcycles are prohibited from use by employees while on City business.