



Administrative Directive Approval Checklist

Administrative Directive Title and Number: Mileage Reimbursement and the Executive Vehicle Reimbursement Program, 6.02-1

X This is a revision of Administrative Directive: 6.02-1

_____ This is a new Administrative Directive

_____ This is a correction to an Administrative Directive

Reason for revision or new Administrative Directive:

This Administrative Directive has been revised to reflect an increase to the bi-weekly reimbursement rate of \$200 to executives authorized to participate in the Executive Vehicle Reimbursement Program *effective July 1, 2007* (see page 2); and to update Attachment B, Executive Vehicle Reimbursement Program list to include the Chief Public Defender, Deputy Director of City Court, Equal Opportunity and Independent Police Review Director, Presiding Magistrate, and Zoning Examiner.

Briefly describe stakeholder involvement:

This Administrative Directive has been reviewed by Jim Cameron, Finance Department, Ron Lewis, General Services, Cindy Bezaury, Human Resources, Martha Durkin, Principal Assistant City Attorney, Liz Miller and Karen Masbruch, Assistant City Managers.

- 1. Mike Mason, Finance Department MM 5-11-07
Initial/Date
- 2. James Cameron, Finance Department JC 5/15/07
Initial/Date
- 3. Cindy Bezaury, Human Resources Dept CB 5-15-07
Initial/Date
- 4. Ron Lewis, General Services RL 5/16/07
Initial/Date
- 5. [Signature] 5-24-07
Martha Durkin, Principal Assistant City Attorney Date
- 6. Liz Miller, Assistant City Manager LM 6/5
Initial/Date
- 7. Karen Masbruch, Assistant City Manager KM 6/10
Initial/Date

Briefly describe plan for communicating this Administrative Directive or update to city employees:

Email notification will be sent out when this AD is placed on the Intranet

- 8. [Signature] 6/7/07
Deputy City Manager Date

Send original signed Administrative Directive to Diana Kincheloe, Budget and Research, for record keeping



ADMINISTRATIVE DIRECTIVE

SUBJECT MILEAGE REIMBURSEMENT AND THE EXECUTIVE VEHICLE REIMBURSEMENT PROGRAM	NUMBER 6.02-1	PAGE 1 of 4
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I. PURPOSE

To establish policies and procedures for authorizing reimbursement for the use of personal vehicles by employees conducting city business in the Tucson metropolitan area.

Note: The use of personal vehicles by employees for travel **outside** the Tucson metropolitan area is governed by Administrative Directive 3.03-1, Travel Authorization and Expense Allowances.

II. DEFINITIONS

- A. **Personal Vehicle** - privately owned motor vehicle used by a city employee to conduct city business.
- B. **Mileage Reimbursement** - a rate paid to employees who are authorized to use personal vehicles rather than city vehicles for conducting city business.
- C. **Executive Vehicle Reimbursement Program** - Members authorized a bi-weekly reimbursement to use a personal vehicle for city business on the Executive Vehicle Reimbursement Program – Authorized positions list (see Attachment B).

III. POLICY

Employees may be authorized a standard reimbursement for using a personal vehicle while performing city business within the Tucson metropolitan area for one or more of the following reasons:

- A. A city vehicle is not available or accessible.
- B. The nature of the business requires the use of a personal vehicle in lieu of a city vehicle.
- C. The use of a personal vehicle is required as a condition of employment.
- D. The employee is an executive assigned to the city's Executive Vehicle Reimbursement Program (see Section V.).

Mileage reimbursement shall be allowed for employees traveling during normal working hours from the employee's permanent work site to a training site. Reimbursement will not be allowed for travel from the employee's residence to the training site at the beginning of the workday, or from the training site to the employee's residence at the end of the workday.



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IV. EMPLOYEE (NON-EXECUTIVE) USE OF PERSONAL VEHICLES

A. Authorization Process - Department directors or their designee are responsible for approving mileage reimbursement for the use of personal vehicles by departmental employees and will require all drivers to have a valid Arizona drivers license and to comply with the State of Arizona's financial responsibility laws (see Section VI.).

B. Reimbursement Procedures and Rates

1. Employees shall record business mileage on a Vehicle Allowance Claim form (see Attachment A). No personal (non-business) mileage shall be included on the claim form.
2. Employees shall attach copies of their current license and insurance card to the claim form. Please note employees will not be reimbursed without this information.
3. On a monthly basis, departments shall submit the claim forms to Petty Cash for reimbursement for claims of \$150.00 or less.
4. The claim form, with copies of insurance card and current license attached, should be submitted to the Accounting Division if the requested reimbursement amount is more than \$150.00
5. The current reimbursement rate may be found at <http://gsa.gov>.

V. EXECUTIVE VEHICLE REIMBURSEMENT PROGRAM

A. Authorization

1. The City Manager shall authorize those executive positions that may participate in the Executive Vehicle Reimbursement Program. (See Attachment B, Executive Vehicle Reimbursement Program - Authorized Positions).
2. Members of the Mayor and Council may select the Executive Vehicle Reimbursement Program if they do not wish to receive an assigned city vehicle.

B. Reimbursement Procedures and Rate (Executive Program)

1. A bi-weekly reimbursement of \$200 shall be paid to executives authorized to participate in the Executive Vehicle Reimbursement Program effective July 1, 2007. Reimbursements will be included in executives' gross salary.

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Revised June 6, 2007, effective July 1, 2007



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2. To begin receiving bi-weekly reimbursement, employees authorized for the program shall complete a Personnel Action Request Form (PARF) and submit it to the Human Resources Department. Human Resources will process the PARF and thereafter the employee will automatically receive bi-weekly reimbursement payments.
3. Executives are not required to record their business mileage to receive their reimbursement (however, executives may be entitled to a tax deduction for business-related vehicle expenses and may therefore wish to record business mileage).
4. In accordance with Administrative Directive 3.03-1, Travel Authorization and Expense Allowances, executives are entitled to reimbursement at the business mileage rate set by the Internal Revenue Service (in addition to the monthly reimbursement rate) for out-of-county travel and are required to record their travel mileage to receive this reimbursement. Current rates may be found at <http://gsa.gov>.

VI. RESPONSIBILITIES WHEN DRIVING PERSONAL VEHICLES ON CITY BUSINESS

- A. All employees and executives driving personal vehicles on city business shall:
 1. Have a valid Arizona Drivers license;
 2. Maintain their vehicles in a safe operating condition;
 3. Drive in a safe and legal manner;
 4. Not loan their vehicle to other city employees to conduct city business;
 5. Maintain insurance coverage in compliance with the State of Arizona's financial responsibility law, which mandates minimum insurance coverage of \$15,000/ \$30,000 bodily injury and \$10,000 property damage.
- B. Any employee who has been denied permission to drive on city business will be prohibited from using the mileage reimbursement program. (See Administrative Directive 6.01-6, Driver's License Policy, Section III.)

VII. ACCIDENTS IN PERSONAL VEHICLES WHILE ON CITY BUSINESS

- A. The city will provide defense and pay all settlements or judgments of claims of suits arising from an accident involving an employee using a personal vehicle while in the conduct of city business subject to the following conditions:
 1. City coverage will be in excess of any other automobile liability insurance that provides coverage for an employee's vehicle while being used in the conduct of city business.
 2. The employee must be in the scope of city employment at the time of the accident.



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3. The employee must notify his/her supervisor as soon as possible of any accident while in the scope of employment. A Property Damage/Personal Injury report must be completed and sent to the Risk Management Division within two working days after the accident (see Chapter 10 of the Loss Prevention Manual).
4. The employee must notify his/her insurance carrier of the accident.
5. The employee must cooperate in the city investigation and defense of any claim or suit.

B. The city will reimburse the employee for the physical damage deductible under comprehensive and collision coverages due to damage to an employee's vehicle arising out of the use of the vehicle while in the scope of city employment. The maximum reimbursement will be \$1,000 whether or not the employee has physical damage insurance coverage on the vehicle. All claims for the reimbursement of the deductible will be filed with the Risk Management Division with supporting documentation.

Appendices Attachment A, Vehicle Allowance Claim for Personal Car
Attachment B, Executive Vehicle Reimbursement Program - Authorized Positions

References AD 3.03-1, Travel Authorization and Expense Allowances
AD 6.01-6, Driver's License Policy
Loss Prevention Manual
U.S. General Services Administration (gsa) Travel Mileage Rates

Review Responsibility and Frequency The Deputy City Manager shall review this directive annually in June, or as necessary.

Authorized

City Manager

Date

EXECUTIVE VEHICLE REIMBURSEMENT PROGRAM

AUTHORIZED POSITIONS

Assistant City Manager
Chief Public Defender
City Attorney
City Clerk
City Manager
Council Member Ward I
Council Member Ward II
Council Member Ward III
Council Member Ward IV
Council Member Ward V
Council Member Ward VI
Deputy City Manager
Deputy Director of City Court
Director of Budget and Research
Director of Community Services
Director of Office of Conservation and Sustainable Development
Director of Convention Center
Director of Development Services
Director of Environmental Services
Director of Finance
Director of General Services
Director of Human Resources
Director of Information Technology/Chief Information Officer
Director of Neighborhood Resources
Director of Parks and Recreation
Director of Planning
Director of Procurement
Director of Transportation
Director of Water
Equal Opportunity and Independent Police Review Director
Fire Chief
Mayor
Police Chief
Presiding Magistrate
Rio Nuevo Project Director
Zoning Examiner