



# City of Phoenix

<b>ADMINISTRATIVE REGULATION</b>	A.R. NUMBER
	2.94 NEW
	FUNCTION Human Resources and Payroll Page 1 of 2
	EFFECTIVE DATE November 25, 2013
SUBJECT	REVIEW DATE
<b>PRIVATELY-OWNED MOTOR VEHICLE AUTHORIZATION AND MILEAGE REIMBURSEMENT POLICY</b>	

## Summary of Changes

This Administrative Regulation (AR) replaces AR 6.21, Use of Privately Owned Vehicles and Aircraft on City Business, which was last revised in 1991. This AR removes the provision relating to operating aircraft on City business, clarifies the policy on eligibility for mileage reimbursement, and includes a new form for mileage reimbursement and a new form for authorization to use a privately-owned motor vehicle on City business. This AR has also been re-titled and re-numbered to conform with Administrative Regulations related to Human Resources and Payroll. Questions regarding this AR should be directed to the Human Resources Department at (602) 262-6608.

### I. Purpose

The purpose of this AR is to outline the policies to be followed when using a privately-owned motor vehicle on City business. The use of an employee's privately-owned motor vehicle on City business must be of benefit to the City and not based solely on the convenience to the employee. This program is intended to provide reimbursement for mileage incurred driving between work sites, and not for mileage incurred while commuting to and from home.

### II. Authorization to Use Privately-Owned Motor Vehicle

All employees who are required to use their privately-owned motor vehicle on City business must complete the attached form which authorizes the use of a privately-owned motor vehicle on City business and verifies the vehicle is insured as required by state law. This form is required in all instances where a privately-owned motor vehicle is used for City business, regardless of whether mileage reimbursement is requested. The completed form shall be maintained in the employee's department personnel file after it has been reviewed and approved by the Section or Division Head and Department Director. The form should be updated when the employee changes vehicles and/or insurance providers.

State law mandates liability insurance for all privately-owned motor vehicles. All employees are required to carry liability insurance to drive a privately-owned motor vehicle on City business. Any termination of coverage shall be immediately reported to the employee's supervisor.

An employee must be physically capable of operating his privately-owned motor vehicle safely. Additionally, employees must possess a valid driver's license and a good driving record. Employees must also follow the guidelines set forth in AR 2.95, Motor Vehicle Operation and Authorization, while operating a privately-owned motor vehicle on City business. An employee cannot drive their privately-owned motor vehicle on City business unless these requirements are met. Employees are specifically required to immediately notify their supervisors if, at any time, they are unable to meet all of the requirements. Employees driving on the City's business while not meeting these requirements will be subject to disciplinary action as described in AR 2.96, Driver Qualification.

### III. Mileage Reporting and Reimbursement

Employees may request reimbursement for miles traveled in their privately-owned motor vehicle if the employee is in compliance with the requirements outlined in Section II above. Mileage is calculated and reimbursed beginning at the first point of duty. The first point of duty is typically the employee's yard, precinct, or other assigned City work location. Mileage reimbursement terminates at the last point of duty, which is also typically the employee's yard, precinct, or other assigned work location. In those circumstances when an employee is required to use their vehicle when traveling to and/or from their home to a worksite, the mileage for their routine commute to and/or from their home to their assigned first point of duty must be deducted from the mileage reimbursement request.

Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.

The applicable rate for mileage reimbursement is determined by the Finance Department, and the Finance Department will notify departments of changes in the applicable rate for mileage reimbursement.


Requests for reimbursements must be submitted within fifteen (15) business days after the end of each calendar month, for approval by the employee's supervisor. Excessively late requests for reimbursements may be denied.

Executives and Middle Managers receiving a transportation allowance are not eligible for mileage reimbursement. Middle Managers and Executives who travel outside Maricopa County to attend business meetings, trainings and conferences, may be eligible for mileage reimbursement. Refer to AR 3.41 for additional guidance.

### IV. Violation of Mileage Reimbursement Policy

An employee who submits for mileage reimbursement to which he is not entitled will be subject to disciplinary action in addition to recovery of any funds disbursed in error.

ED ZUERCHER, Acting City Manager

By:   
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