PURPOSE | POLICY | PROCEDURE

ORANGE COUNTY SOCIAL SERVICES AGENCY ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Subject: Mileage Reimbursement Number: F 12

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Approved: Date: 05-29-03

I. PURPOSE

To establish guidelines for claiming mileage and other work-related expense reimbursement.

II. POLICY

- A. Personnel and Salary Resolution Or Applicable Employee Memorandum of Understanding 1. The Personnel and Salary Resolution and applicable Memoranda of Understanding (MOU) establish mileage reimbursement rates for privately-owned passenger vehicles. The mileage allowance is intended to cover all costs to operate the automobile including, but not limited to, maintenance, repairs, insurance, tires, and gas. 2. An employee who is required by the Agency to furnish a privately-owned vehicle for performance of his/her duties shall receive a minimum of ten dollars (\$10 in any month in which his/her actual mileage reimbursement would otherwise be less than \$10). B. Form to be used is County of Orange, "Mileage & Other Expenses Claim," F003-MILEAGE/OTHER (12/2008). The Vehicle Rules and Regulations established by the Board are printed on the back of that form. (Attachment A)
 - The minimum shall not apply in any month:a. In which the employee has not worked eighty (80) hours.b. Unless the employee claims the ten (10) dollar minimum and the Department/Agency and employee certifies that the employee was required to use a privately-owned vehicle on county business in that specific month as specified in Section III C below.

III. PROCEDURE

• A. License and Insurance Drivers must be legally licensed and shall carry sufficient public liability and property damage insurance at least equal to the requirements of the Financial Responsibility Laws of the State of California (Vehicle Code, Division 7, Section 26000 et. Seq.) as the same exists presently and as may be amended from time to time in order to operate any motor vehicle while conducting County business. The driver of any motor vehicle shall be responsible for operating the vehicle in a safe and prudent manner in accordance with applicable laws, ordinances, and regulations. Any fines or penalties arising from the operation of a motor vehicle in an unlawful manner shall be the personal responsibility of the driver of the vehicle. The County will not reimburse an employee for any deductible in automobile insurance coverage. Claims should be filed through the employee's personal insurance carrier. It is recommended that employees notify their insurance agent that they are using their private vehicle for business.B. Allowable Mileage An employee may claim only those miles traveled pursuant to the performance of County business. Miles traveled to and from home are nonclaimable personal miles, with the cost to be the employee's personal responsibility, except as stated on the back of the "Mileage & Other Expenses Claim," F003-MILEAGE/OTHER (12/2008). Some examples follow: 1. Mileage from an employee's home to his/her assigned work location is 15 miles. At the beginning of the workday the employee drives 20 miles from home to an "alternate" work location to conduct County business (such as seeing a client, picking up supplies, attending a meeting), drives 25 miles to work at his/her assigned work location, and then drives 15 miles home. Claimable mileage is 30 miles: 2. Mileage from an employee's home to his/her assigned work location

is 15 miles. At the beginning of the workday the employee drives 15 miles from home to his/her assigned work location, drives 25 miles to another work location and then drives 20 miles home. Claimable mileage is 30 miles: An employee who has been authorized by the Agency Director to make field calls on the way to and from home may claim mileage from the first work contact to the last work contact of the day. When an employee with an assigned work location proceeds to a work contact without reporting to his/her assigned office location, mileage may be claimed from the first work contact, even though the work contact is closer than the assigned work location. If the first work contact is further from home than the assigned work location, mileage may be allowed for the difference between the mileage to the assigned work location and the mileage to the first work contact. An employee who has a work contact on the way home from work, or who has spent the day in the field, would be entitled to mileage to the last work contact of the day. If the last work contact is further from home than the distance between home and the assigned office location, mileage may be claimed for that difference. In general, an employee working from home is entitled to claim mileage reimbursement from the first work contact to the last work contact, even if one or both of those contacts were closer to his/her home than the assigned work location.1. Mileage from an employee's home to his/her assigned work location is 15 miles. At the beginning of the day the employee drives 5 miles to the first work contact of the day, then drives 10 miles to the assigned work location. Claimable mileage is 10 miles:2. Mileage from an employee's home to his/her assigned work location is 15 miles. An employee leaves the office at the end of the day for a field visit and drives 10 miles. At the end of the field visit, the employee drives 5 miles home. Claimable mileage is 10 miles: 3. Mileage from an employee's home to his/her assigned work location is 15 miles. The day is spent in the field. At the beginning of the day the employee drives 5 miles to the first work contact, 10 miles to the second contact, 20 miles to the third contact and the employee then drives 5 miles home. The claimable mileage is 30 miles: In the case of overtime, mileage to and from home on a non-workday is claimable. Mileage to and from home when overtime is worked on a regular workday is not claimable, with the following exceptions: as in the examples above, extra mileage beyond that incurred in travel to and from the normal work place is claimable; and mileage driven by staff who are required to return to work overtime from home after working their regularly scheduled day, i.e., "on call" staff. In addition, the following are some examples of mileage which do not meet the performance of County business criterion and, therefore, are not reimbursable: grievances, negotiations on behalf of employee organizations, blood donations, retirement seminars, County or outside job competitions, and County or Agency sponsored activities, such as United Way or Women of Achievement, unless the participant is an approved member of a committee. If there are any questions, please see your supervisor. C. Minimum Mileage Authorization 1. The District Manager/Program Manager/Deputy Division Manager will determine and make recommendations to the Division Director regarding staff authorized to receive minimum mileage. 2. Division Director will review request and forward the approved request to SSA/Financial Services.3. SSA/Financial Services will forward a copy of the list of authorized persons to SSA/Accounting, whenever changes are made to the list.4. The first-line supervisor will review minimum mileage on a monthly basis to determine continuing need for employee to furnish private automobile for performance of job.If determination is made that employee is no longer required to provide a private automobile, the first-line supervisor will write a memo to employee, with copy to District Manager/Program Manager/Deputy Division Manager, advising that use of private automobile is no longer required after the end of current month. This memo will be routed through the same individuals participating in the approval procedure, culminating with SSA/Financial Services notifying SSA/Accounting of the deletion. **D. Claim Process** (Work-Related Expense, including Minimum Mileage)1. Mileage is to be claimed on a monthly basis; however claims for minor amounts can be claimed quarterly. Reimbursement cannot be made for any expenses more than one-year old. 2. To obtain reimbursement for employment related expenses, employee is responsible for completing "Mileage & Other Expenses Claim," F003-MILEAGE/OTHER (12/2008).

- 5 miles (20 miles to alternate work locations minus 15 miles for 25 miles (alternative work location to assigned work location)30 miles claimable
 - normal commute from home to assigned work location.)
- 25 miles (mileage from assigned work location to another work location)5 miles (20 miles from another work location to home minus 15 miles for 30 miles claimable
 - normal commute from assigned work location to home.)
- 10 miles (mileage from the first work contact to the assigned work location) 10 miles claimable
- 10 miles (mileage from the assigned office location to the last work contact of the10 miles claimable
 day)
- 10 miles (mileage alternate work location to another work location) 20 miles (mileage from the 2nd work

location to another work location)30 miles claimable

- o a. Fill out all personal information.b. In "Destination" column, write name of city do not abbreviate.c. Explain all travel in "Purpose of Trip" column:d. Attach an original receipt for the following expenses: Hotel bills; purchase of gas for rental cars; registration and tuition; and for all forms of ground transportation including public transportation, taxis, limousines or shuttles and car rentals. Please see the back of the "Mileage & Other Expenses Claim" form for a list of those reimbursable expenses requiring receipts. Hotel bills must show the single room rate and show a zero balance or payment by a charge card. Original receipts institute proof of payment. If not obtainable, copy of cancelled check or credit card receipt is acceptable. Employees are reimbursed for meal expense only when travelling outside of County. Expenses incurred within the County for meals involving a client should be indicated as such and contain a brief description of meeting content under "Purpose". If a Social Worker is traveling with a minor, attach a meal receipt for minor's food.e. Summarize claim by account code:1. Fill in Pay Location -063 (see timesheet for Pay Location).2. Fill in Object Codes - code 0701 - phone; code 2400 - tuition; code 2600TT - expenses related to carrying out training, conference, or case-related travel, including, but not limited to, meals, hotels, gasoline for rental cars, ground transportation, parking expense, and registration fees for meetings, conferences, and PSI classes; code 2601 - mileage; and code 2700 expenses associated with carrying out activities related to meetings (not training or case-related travel), including but not limited to: meals, hotels, gasoline for rental cars, ground transportation, and parking expense.3. Fill in appropriate Unit Code and Job Number corresponding to the type of expense incurred. Job Codes will be as follows:
 - 1. When working overtime, indicate under "Purpose" that it is mileage to or from home to work overtime.2. Do not list client's name under "Purpose" indicate as Home Visit or Client Visit. Save documentation to furnish to auditors, if necessary.

Job Codes	To Be Used For:
S36000	Telephone and Tuition
II	Travel Costs - Mileage, hotel, meals, parking, and other eligible expenses

- E. OtherMore than One Traveler If more than one authorized person is traveling for County business in the same personal vehicle, only one person may receive reimbursement for the related mileage allowance. Travel shall be by the most practical direct route. Any person traveling by an indirect route shall assume any extra expense incurred. When it is required that several persons from any agency/department travel to and from the same point, reimbursement shall be for the minimum reasonable number of privately-owned vehicles. Executive Management - Travel within the general area is included in executive management's monthly car allowance. For purposes of this policy, executive management's private mileage for miles traveled outside the general area shall be calculated from their normal workplace or home, whichever is closer, to a destination outside the general area. The return mileage shall be computed in the same way. Use of Private Vehicle in Lieu of Air Travel - One or more travelers may choose to use a private vehicle for personal reasons even if air travel would normally be the appropriate mode of transportation. In that case, reimbursement may not exceed the cost of airfare the County would have paid if air travel had been used. The additional cost of meals and lodging while in transit via surface transportation are not reimbursable. Reimbursement is calculated by obtaining a scheduled airfare quote and comparing the airfare to the mileage allowance based on the most direct route from origin to destination.F. Mileage & Other Expenses Claim FormThe "Mileage & Other Expenses Claim" form (see Attachment A) is available as an EXCEL template. All staff are encouraged to use this template, as it makes form preparation, review, and data entry more efficient. This EXCEL template is available from the SSA Payroll Supervisor (714) 245-6158.
 - 4. Send original and a copy of approved Mileage Claim to SSA/Accounting in Bldg. 151A. SSA/Accounting reviews each claim. Any claims requiring clarification will be returned to employee. SSA/Accounting forwards claims to SSA/Financial Services for payment authorization signature. Authorized claims are returned to SSA/Accounting for submission to Auditor Controller for payment.
 - Additional Job Codes may be used for special grants or programs; in those cases, you should receive specific instructions from your supervisor.

IV. Attachment

• A. County of Orange Mileage and Other Expense Claim