ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject:	Mileage Reimbursement	**Number:** F 20
Approved:	Signature on file	**Date:** 05-29-03

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," F003MILEAGE/ OTHER (2015). The minimum shall not apply in any month:

1. In which the employee has not worked eighty (80) hours.
2. 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.

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