3-05/020.05 - Mileage - General

Procedure for obtaining permission to use private vehicles on county business are outlined in Miscellaneous Administrative Procedures Volume 3, chapter 9.

The monthly mileage claim period for permittee vehicles starts on the first of the month and ends on the last day of the month. Mileage claims must be submitted to Personnel Administration by the 5th day of the next month.

Permittees shall be compensated for travel expenses incurred while operating their private vehicles on county business in accordance with the Auditor-Controller limitations and the L.A. County Code. Current rates are available through Personnel Administration.

Temporary assignments of one week or longer shall be considered as the actual work location and shall constitute a change in headquarters address for mileage purposes, e.g., if an employee assigned to Narcotics Bureau works out of Temple Station, the headquarters address on the mileage claim would be Temple Station; if an employee assigned to Special Victims Bureau works an area comprised of more than one station, the headquarters address on the mileage claim would be the station closest to his home (requirement to work on an unscheduled workday such as a holiday or RDO does not automatically constitute entitlement to mileage reimbursement).

Attendance at Sergeant’s Supervisory School shall not constitute a change in headquarters address.