3-05/020.15 - Private Vehicles Used for Out-Of-County Trips

Employees who travel out of Los Angeles County on county business shall complete a Request for Approval of Training and/or Travel (SH-AD-591) and obtain necessary approval as provided on the form. Employees who have travel requests approved for out-of-county travel shall be encouraged to use a public carrier or a county vehicle whenever possible.

Employees who use a private vehicle for out-of-county travel shall be reimbursed as follows:

- When the travel destination is within the eight (8) nearby counties of San Luis Obispo, San Bernardino, San Diego, Santa Barbara, Kern, Orange, Riverside, or Ventura, reimbursement shall be at the current county mileage rates, provided the employee is either a mileage permittee or is considered an occasional driver as defined by the county code. Such mileage shall be claimed on the Mileage Claim (76M395); or
- When the travel destination is outside the above eight (8) nearby counties, mileage reimbursement shall be at the rate established by county code (six cents per mile as of 07-01-95) for the entire trip. Such mileage shall be claimed on the Expense Claim (76E928). No other mileage may be claimed.

Employees who drive a private vehicle in lieu of previously approved commercial air transportation shall be reimbursed for miles driven, at the lesser amount of the appropriate rate cited above or equivalent fare of the most appropriate public carrier. Such mileage shall be claimed on the appropriate form noted above. The equivalent fare shall be claimed on the Expense Claim (76E928).