3-09/050.00 - Mileage Certification - Private Vehicles

An employee who meets certain established criteria when driving a privately owned vehicle on county business may submit a Certification for Mileage Reimbursement (SHâ€‘ADâ€‘111), in triplicate, to his division chief or division director, through channels.

Unit commander approval of the certification for mileage reimbursement shall be made only if the following established criteria applies:

- The employee is required to travel away from the office in order to perform his job assignment;
- A county vehicle is not available for the employee's use; and
- Public transportation is not available or would be an unreasonable burden on the employee.

Exceptions to these requirements will be handled on an individual basis when sufficient justification exists.

A certification for mileage reimbursement must be prepared for the following classifications of mileage permittees:

- New-not previously a permittee;
- Inter-Department transfer-if a permittee at previous Department;
- Intra-Department transfer-if a permittee at previous unit;
- Name change; and
- Temporary-for a specified time due to unusual job assignment or duty.

The unit commander shall ensure the accuracy and completeness of the certification and, upon his approval, submit all such requests, in triplicate, to his division chief or division director for review and final Department approval.

Upon chief or division director approval, the original and two copies of the certification shall be forwarded to Personnel Administration, Attn: Payroll Section, for processing.

Division-approved certifications must reach Personnel Administration, Payroll Section, prior to the date that the first monthly mileage claim is submitted by the employee. An employee shall not receive any payment for use of a privately owned vehicle unless he is a permittee and in no event for a time more than 60 days prior to the certification required as per Los Angeles County Code section 5.40.260.

Personnel Administration, Payroll Section, will retain the original certification and return two receipted copies to the initiating unit.

Mileage claims for permittees shall adhere to procedure in section 3-05/020.00.