3-09/050.05 - Bureau/Unit Responsibility

Each bureau/unit shall establish a certification for mileage reimbursement file, which will include a copy of approved certifications returned from Personnel Administration.

The second copy of the approved certification shall be filed in the employee's unit personnel folder.

A current certification for mileage reimbursement list shall be maintained of all certified mileage permittees within the bureau/unit. This list shall be used to verify the employee's certification status before submitting a mileage claim. A copy of this list shall also accompany the approved mileage claims when submitting to Personnel Administration, Payroll Section.

Unit commanders shall annually review mileage driven by subordinates to determine the need for continuing each certification under their command. Should the unit commander determine that a given certification is no longer required based on the established criteria, he shall request a cancellation by submitting a certification, through channels, to Personnel Administration, Payroll Section, for processing.

Injury compensation benefits apply to county mileage permittee drivers on their way to and from work. Since it is assumed that there will be exceptions to the ruling (e.g., where the employee does not go directly from work to home but rather detours for personal reasons unrelated to his work), as much information as possible regarding any unusual circumstances surrounding an incident involving an injury should be included in the required reports.