

## **UNIT ORDER #10 - MILEAGE PERMITTEE REPORTING PROCEDURES**

All personnel who are certified mileage permittees shall accurately report their miles driven in county service on the requisite form (Permittee Mileage Claims-form #76M395). The forms shall be submitted in duplicate to the permittee's lieutenant supervisor by the third (3rd) day of the following month.

The permittee's lieutenant shall review the form for completeness and indicate so on each copy. The forms shall then be forwarded to the Internal Affairs Bureau (IAB) Captain for approval and signature. Once approved and signed, they will be forwarded to the Personnel Administration Bureau for processing and payment by Pay, Leaves, and Records Unit.

The IAB Captain's Secretary shall enter the total mileage driven by the mileage permittee into the FAST system by the tenth (10th) day of each month

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