

Maricopa County Policies and Procedures	Subject: Use of Private Vehicle for County Business	Number: A2324 Issue Date: 4/96 Revised: 7/96 Revised: 4/99 Revised: 2/00
Approved:	Initiating Department: Department of Finance	

A. Purpose

To provide guidelines for using privately owned vehicles and/or aircraft for County business.

B. Policy

1. Approved travel by privately owned motor vehicles must be performed by the most regularly traveled route as computed from a highway map or odometer reading. The most economical method of transportation is to be selected in terms of expense to the County and the employee's time away from the office. Reimbursement rates for privately owned aircraft are based on the shortest air route from origin to destination. Only those individuals approved and authorized by the Risk Management Department may claim privately owned or rented aircraft reimbursement.
2. A traveler using a privately owned vehicle for County business with supervisory approval will be reimbursed for mileage at the prevailing rate. The Department of Finance may be contacted for information about the prevailing rate. When in travel status, employees will be reimbursed for mileage in excess of the number of miles between their home and their duty post.
3. When a privately owned motor vehicle is used for out-of-state travel, maximum reimbursement will be the lower of either the current mileage reimbursement rate or the lowest available airfare rate which was available at the time the trip was authorized.
4. When two or more employees are traveling together for authorized purposes in the same vehicle, only one mileage allowance will be reimbursed.
5. Repairs made to a privately owned motor vehicle or aircraft will not be reimbursed by the County.

C. Definitions

Base Mileage: Round trip commuting distance between home and duty post.

Duty Post: The place an official or employee spends the largest portion of regular working time or the place where the official or employee returns on completion of special assignment.

Map Mileage: Established mileage between cities and towns.

Prevailing Rate: Equal to the mileage reimbursement rate set by the County Administrative Officer (CAO). The CAO was delegated this authority by the Board of Supervisors on September 18, 1995. The prevailing rate for privately owned aircraft will be the average, actual cost per mile that is reported in the Federal Register by the Administrator of General Services for the Federal Government.

Travel Status: When a traveler is conducting appropriately approved, necessary County business away from the designated duty post.

D. Authority and Responsibility

Department Directors, Elected Officials, Chief Officers, or their designees may authorize employees to use their privately owned vehicles or aircraft for travel if they determine it is in the best interest of the County, and are responsible for ensuring that all policies and procedures governing their use are followed.

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The Office of Management and Budget shall be responsible for an annual review of the Internal Revenue Service mileage rate and shall forward to the County Administrative Officer a recommendation for mileage rate reimbursement for departments to use for budgeting purposes in the coming year.

E. Procedures

1. Prior to using their privately owned vehicles for County business, employees must be in compliance with all policies and procedures stated under Private Vehicle Insurance Requirements (A2202).
2. When claiming mileage in conjunction with approved travel, the claim is reported as part of the Travel Authorization and Expense Report submitted to claim reimbursement for all other expenses (i.e., lodging, per diem, etc.). See the procedures described in Travel - General Guidelines (A2313).
3. All other mileage reimbursement is claimed using the Maricopa County Mileage Report and reimbursed by being noted on the employee's payroll timesheet and/or timecard. The reimbursement is included in the employee's regular paycheck.

F. Policy Term

1. The provisions in this policy regarding reimbursement for the use of private or rented aircraft by employees for county business are approved for only one year: February, 2000 through January 31, 2001.
2. A report detailing each trip involving the use of private or rented airplanes must be submitted to the Board of Supervisors prior to the review of this policy. (Reporting form attached). The report should include:
 - date(s) of trip
 - employee using the plane
 - destination
 - mileage
 - type of plane
 - owned (O) or rented (R)
 - cost of the rental
 - fuel mileage cost
 - total reimbursement

The report should be submitted by any using department prior to December 31, 2000 to:

Risk Management
Department of Finance

