



DEPARTMENT OF
RECREATION AND
PARKS

INSTRUCTION

INSTRUCTION NO.
501

DATE
05/07/15

SUBJECT:
MILEAGE POLICY

DIST. ORIGINATOR
P FD

PAGE
1 of 6

Officers or employees of the Department of Recreation and Parks (RAP) *may* be authorized to use their own automobile for City business subject to the annual mileage authority and funding availability. These authorized employees are entitled to be reimbursed for the transportation expenses for all authorized miles traveled in any bi-weekly period. The Los Angeles Administrative Code (LAAC), Memoranda of Understanding (MOUs), and other legalities pertaining to this policy shall be used as a guide for the mileage reimbursement and/or any reimbursable expenses.

MILEAGE

All employees on mileage must have a valid California driver license and valid automobile liability insurance that meets the minimum requirements as stated in the LAAC. RAP may accept a Certificate of Insurance or a copy of the insurance policy which includes the limits and term of the policy as evidence of insurance. The LAAC also requires that automobiles driven by employees on mileage must have an accurate speedometer.

PROCEDURES

The Finance Division will be responsible for:

- Reviewing and approving the following forms:
 - Request for Mileage Reimbursement Authority (Figure 1)
 - Application for Mileage Reimbursement Authority (Figure 2)
 - Insurance Documentation for Mileage Reimbursement (Figure 3)
- Determining the removal of employees from the Mileage Reimbursement eligibles roster due to non-submission of Mileage Statements for a period of six (6) months or more.

Employees will be responsible for submitting the following to the Payroll section:

- The three forms listed above (also see Figures 1, 2, and 3)
- Current acceptable evidence of insurance (see Note 2)
- Immediate notification of any change of information relating to the employees mileage records. This includes automobile, driver license, license plate number, address, and any change in insurance coverage or insurance company.

Department of Recreation and Parks INSTRUCTION	SUBJECT MILEAGE POLICY	INSTRUCT. NO. 501	DATE 05/07/15	PAGE 2
----------------------------------------------------------	----------------------------------	--------------------------------	-------------------------	------------------

The employee's supervisor will be responsible for:

- Reviewing and approving the forms listed above
- Reviewing employee's Mileage Statement forms ensuring that the mileage usage is work related before signing

The Payroll Section will be responsible for:

- Maintaining records of employees' current insurance and driver license
- Sending the Controller's computer-generated Mileage Statement form to the employee every pay period
- Notifying the employee 30 days prior to the insurance expiration date that the employee needs to provide proof of renewal. If no proof is received by the expiration date, the employee's mileage statement will not be processed.
- Processing the approved Mileage Statement forms
- Verifying the Form 41 when an employee on mileage transfers, promotes, or resigns to ensure that the current mileage authority is removed

The RAP Audit Section will be responsible for:

- Periodically auditing Mileage Statement forms
- Periodically reviewing if policies and procedures are followed and MAKING necessary recommendations

Note 1: Any employee who fails to maintain a valid California driver license and a valid Certificate of Insurance will not qualify for mileage. Employees will not be paid for any mileage accrued if they cannot produce proof of license and insurance for the period they are charging mileage. Any employee, who falsifies any information regarding driver license, insurance, or Mileage Statement forms, shall be subject to disciplinary action.

Note 2: All employees must maintain a satisfactory policy of public liability insurance covering the full use and operation of the vehicle in question. Mail the Certificate of Insurance directly to Recreation and Parks Payroll Section, 221 N. Figueroa Street, Suite 700, Los Angeles, CA 90012 or to Mail Stop 625-2.

Minimum coverage currently required by the City is \$25,000/\$50,000 Bodily Injury and \$5,000 Property Damage.

Department of Recreation and Parks INSTRUCTION	SUBJECT MILEAGE POLICY	INSTRUCT. NO. 501	DATE 05/07/15	PAGE 3
----------------------------------------------------------	----------------------------------	--------------------------------	-------------------------	------------------

Note 3: Employees are not authorized to use their personal vehicle for City business until approval has been provided by the Finance and Administration Division and they have received their Mileage Statement. Mileage coverage begins with the pay period listed on the Mileage Statement.

Note 4: Every employee who operates a motor vehicle in the course of City business is responsible for adhering to parking regulations. Any employee who receives a parking citation is personally responsible for paying the citation, including any late fees and penalties that may apply.

Department of Recreation and Parks INSTRUCTION	SUBJECT MILEAGE POLICY	INSTRUCT. NO. 501	DATE 05/07/15	PAGE 4
----------------------------------------------------------	----------------------------------	--------------------------------	-------------------------	------------------

**CITY OF LOS ANGELES
 DEPARTMENT OF RECREATION AND PARKS
 PAYROLL SECTION**

DATE: _____

TO: Department of Recreation and Parks
 Finance Division/Payroll Section
 221 N. Figueroa Street, Suite 700
 Los Angeles, CA 90012
 Mail Stop: 625-2
 Telephone: (213) 202-3255
 Fax: (213) 202-3210

FROM: _____

SUBJECT: REQUEST FOR MILEAGE REIMBURSEMENT AUTHORITY

I hereby request mileage reimbursement authority for _____
 City employee under my supervision effective _____ . His/her
 Position requires that he/she makes use of his/her personal automobile in the performance
 of his/her duties.

I understand that Mileage Statement Form (Form 2053) to be prepared by this employee is to
 be submitted to me for review and approval. I further understand that only original signatures
 by the employee and supervisor are acceptable by the Controller's Office

 Supervisor's Printed Name

 Supervisor's Signature

 Title

Approved:

 Finance Division Signature

 Title

 Date

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
PAYROLL SECTION

APPLICATION FOR MILEAGE REIMBURSEMENT AUTHORITY

Payroll Department #: _____ Division #: _____ Mail Stop #: _____
Employee Social Security # or Payroll ID #: _____
Employee Name: _____
(Last) (First) (M.I.)
Civil Service Class: _____

Home Address: _____
Home Phone: (____) _____
Work Location: _____
Work Phone: (____) _____

Auto License # (1): _____ Auto License # (2): _____
Insurance Co. Name: _____
Insurance Address: _____
Insurance Phone #: _____
Insurance Policy #: _____
Policy Expiration Date: _____
(Month) (Day) (Year)
Driver License #: _____
Driver License Expiration Date: _____
(Month) (Day) (Year)

Employee Headquarters: _____
Distance in Miles from Home to Headquarters: _____

Approved: _____
Finance Division Signature Title
Date _____

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
PAYROLL SECTION**

INSURANCE DOCUMENTATION FOR MILEAGE REIMBURSEMENT AUTHORITY

I understand that a copy of my Certificate of Insurance is to be furnished or other acceptable documentation, showing coverage of at least \$25,000 per person (personal injuries), \$50,000 per occurrence (personal injuries) and \$5,000 per occurrence for property damage.

I further understand that:

- (1) Final approval by the Controller's Office cannot be granted until the Certificate of Insurance or other acceptable documentation has been received by Recreation and Parks Payroll section;
- (2) Any false statement in this application may constitute grounds for denial.

	_____ Employee's Printed Name
Date Signed: _____	_____ Employee's Signature

	_____ Supervisor's Printed Name
Date Signed: _____	_____ Supervisor's Approval Signature

Approved:	
Finance Division Signature _____	Title _____
Date _____	