

*Employee-Owned Vehicle***SCOPE**

Either the Board of Estimates or the Agency Head may authorize the use of an employee-owned personal vehicle for City business when it is the most practical mode of transportation under the existing circumstances, e.g., out-of-town travel, qualifying local work, etc. Normally such approval is granted when a City-owned vehicle is neither available nor accessible, or it is cost beneficial to authorize use of an employee-owned vehicle. An Agency Head shall use discretion when permitting the use of an employee-owned vehicle in the conduction of City business. The mileage reimbursement an employee receives as a result of using a personal vehicle for City business is taxable and reportable if the reimbursement rate exceeds Internal Revenue Service (IRS) guidelines.

REQUIREMENTS

An employee who uses his personal vehicle for official City business must be trained initially by taking a Defensive Driving Course and then a Recertification class every three (3) years from the Office of Risk Management/Division of Occupational Safety (ORM/DOS). An employee shall also have and maintain automobile insurance in the amount required under existing Maryland motor vehicle laws or laws from the State where your vehicle is registered. The Agency Head should review continued use of an employee-owned vehicle for City business intermittently since applicable insurance rates and employee costs could increase without eligibility for reimbursement. Employee must assume responsibility for reporting all accidents as per AM-501-10 as well as reporting to the City's Occupational Clinic (Mercy Clinic) for injuries and drug/alcohol post-accident testing and to also see Substance Abuse Control Policy (SACP) as required. Failure to adhere to the relevant post-accident procedures and governing policies may result in discipline and/or termination.

REIMBURSEMENT RATES

Employees who have been authorized to use their personal vehicles to perform official City business will be reimbursed for each mile traveled on approved City business in accordance with the approved City rate structure. These rates are subject to change depending on the negotiated agreement governing the employee's position classification.

Effective January 1, 2016 the mileage reimbursement rate for employee-owned personal vehicles is the IRS standard business rate of **54¢ per mile** for City Union of Baltimore (CUB); Managerial and Professional Society (MAPS); Locals 44, 558 and 2202, American Federation of State, County and Municipal Employees (AFSCME); elected officials; appointed officials; and unrepresented.

Members of Locals 734 and 964, International Association of Fire Fighters (IAFF), have a transportation rate of \$5.00 when personal vehicles are used for business.

Employee-Owned Vehicle

Employees will be reimbursed for reasonable parking expenditures incurred in the conduct of official City business, e.g., meter charges and parking lot/garage fees. If possible, please obtain a receipt from the parking vendor especially when using a parking lot/garage. Use the receipt to justify the expenditure. At no time shall an employee driving his/her personal vehicle be authorized to use fuel services to fuel their personal vehicle regardless if they are using their personal vehicle for City business. Mileage reimbursement for qualifying work is in lieu of the privilege of utilizing City owned fuel with Fuel Systems.

Such expenses may be claimed by submitting an EMPLOYEE EXPENSE REPORT with appropriate documentation to:

Finance Department, Accounts Payable Division, 401 E. Fayette Street, 5th Floor; Attn: Assistant Accounts Payable Administrator.

No other expenses (such as insurance and gas) in connection with use of an employee-owned vehicle will be defrayed.

QUALIFYING LOCAL WORK

When submitting mileage expenses for qualifying local work, the authorized employee must deduct personal miles traveled, e.g., to and from home, when filling out the EMPLOYEE EXPENSE REPORT. These miles are not subject to reimbursement. Miles traveled in connection with such work must begin and end at the assigned City office location, i.e., the mileage reimbursement for travel may not exceed the map mileage from the normal work site to the temporary work site.

RELATED POLICIES

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| AM-239-1, | ELECTED OFFICIALS' BUSINESS EXPENSES |
| AM-240-2, | AGENCY HEAD APPROVAL |
| AM-240-3, | BOARD OF ESTIMATES APPROVAL |
| AM-240-11, | EMPLOYEE EXPENSE REPORT |
| AM-501-2, PART I, | TRAINING COURSES/DRIVER PERMITS/AUTHORIZATIONS/
LICENSES FOR CITY-OWNED VEHICLES |
| AM-501-7, | MMVFC - ASSIGNED VEHICLES |
| AM-510-10, | MOTOR VEHICLE ACCIDENT |
| SACP, | SUBSTANCE ABUSE CONTROL POLICY |