



Vehicle Allowance Policy

Scope: Rep Units 01,10,14, 20, 21 & 22

Policy Contact

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Effective Date: June 16, 2014

City of Sacramento

Vehicle Allowance Guidelines

June 16, 2014

The following guidelines shall be considered by the appropriate Executive Team member when determining an individual employee's eligibility for a vehicle allowance or mileage reimbursement.

Definitions

Vehicle Allowance – A monthly stipend provided to employees who are regularly required to use their personal vehicles to conduct City business.

Mileage Reimbursement – The Internal Revenue Service (IRS) mileage rate at the time the miles were driven. Miles driven commuting to and from work are not City business and are not reimbursable. Any employee receiving an auto allowance of \$250 or more shall not be reimbursed for mileage for business trips.

Vehicle Allowance Ranges

Executive Team Members	\$500 / month
Division Managers	\$250 / month
Professional Level	\$0 - \$175 / month
Support / Miscellaneous Staff	\$0 - \$100 / month

Determination of Allowance

Executive Team members and division managers shall receive a flat amount vehicle allowance for use of personal vehicles to conduct City business.

Employees in professional level, superintendent, first level management, support staff, or miscellaneous classifications will be considered for a vehicle allowance based upon the amount of driving conducted for City business and in accordance with the following guidelines:

Nominal Vehicle Use – If an employee's average use of a vehicle to conduct City business is less than 50 miles per month, the employee should be directed to use a City vehicle or approved for mileage reimbursement.


Intermediate Vehicle Use – If an employee's average use of a vehicle to conduct City business is 50 – 150 miles per month, the employee should be

provided a vehicle allowance equal to 50% of the range for their classification, approved for mileage reimbursement not to exceed the maximum vehicle allowance for their classification, or directed to use a City vehicle.

Substantial Vehicle Use - If an employee's average use of a vehicle to conduct City business exceeds 150 miles per month, the employee should be provided the maximum vehicle allowance for their classification or approved for mileage reimbursement not to exceed the maximum vehicle allowance for their classification.

Employees currently receiving reimbursement in excess of the indicated usage rate or cap shall suffer no reduction in reimbursement. Department heads may authorize changes in the type of vehicle reimbursement for employees no more than two times each year. Vehicle allowances will be suspended for employees who are on an unpaid leave of absence for more than ninety (90) days. Vehicle allowance ranges will be adjusted periodically to maintain equity with IRS mileage reimbursement rates.

Approved:



John F. Shirey, City Manager

June 16, 2014
Date