


Policy Title:	Mileage Reimbursement Policy		
	OFFICE OF THE CHIEF FINANCIAL OFFICER	Category	Vehicle Use
		Administrative Policy #	200-FIN-Mileage Reimbursement
		Revision #	1
		Review Frequency	As Needed – No Less Frequently than Triennially
Administrative Division	Finance – Treasury	Reviewed By	Chief Financial Officer
BOWC Approval		Last Reviewed/Update Date	
Implementation Date		Resolution #	

1. OBJECTIVE

- 1.1. To establish when and how an employee may be reimbursed for mileage when using personal vehicle for Detroit Water and Sewer Department (DWSD) business.

2. PURPOSE

- 2.1. When DWSD employees are required to use a personal vehicle to perform their job, they are entitled to mileage reimbursement, as well as parking expenses. The Internal Revenue Service sets the mileage rate, which generally changes each calendar year on January 1. The purpose of this policy is to establish guidelines and internal controls for when and how the employee may be reimbursed.

3. SCOPE

- 3.1. This policy applies to all DWSD full time, part time and TASS employees that are required to use their personal vehicle for DWSD business.

4. RESPONSIBILITIES

4.1. Employees

- 4.1.1. Employees must track their mileage or use an internet mapping application to calculate mileage of their route and fill out the City of Detroit Private Car Mileage report. (Attached)
- 4.1.2. Employees must submit a receipt for parking charges.

5. POLICY

5.1. Reimbursable Mileage and Parking

- 5.1.1. Trips from a DWSD-operated building or facility to a job site or to a DWSD business related meeting, conference or training session at a non-DWSD operated building or facility, and the return trip, is eligible for reimbursable mileage.
- 5.1.2. Trips from home directly to a non-DWSD operated building or facility or job site for the purpose of a DWSD business related meeting, conference or training session, and return trip, shall be reimbursable for the amount of mileage that exceeds employee's mileage from home to a DWSD-operated building or facility or usual job site.

- 5.1.3. Parking incurred while attending a job site or DWSD-business related meeting, conference or training session at a non-DWSD operated building or facility is reimbursable.

5.2. Non-Reimbursable Mileage and Parking

- 5.2.1. Daily transportation expenses employees incur while traveling from home to DWSD-operated buildings or facilities or job sites are non-reimbursable. Home-to-work travel is considered commuting and a non-deductible expense pursuant to the Internal Revenue Service.
- 5.2.2. Parking at the employee's regular place of business is not considered a reimbursable expense.

5.3. Reasonable and Necessary Accommodations

- 5.3.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

6. PROCEDURES

- 6.1. Employee submits a City of Detroit Private Car Mileage Report form to his or her manager to request expenses reimbursement. The form must be filled out completely, including starting and ending odometer readings and destination, or using an internet mapping application calculating the mileage of their route.
- 6.2. Employee submits signed form to Professional Administrative Analyst to the Chief Financial Officer.
- 6.3. Reports are submitted monthly.
- 6.4. Treasury processes payment within two (2) weeks from request submission.