

CBJ VEHICLE REIMBURSEMENT POLICY

1. POLICY ISSUANCE

This policy replaces Administrative Policy No. 05-01. The purpose of the revision is to clarify the per mile reimbursement, consistent with Personnel Rules.

2. INTRODUCTION TO VEHICLE REIMBURSEMENT POLICY

In order for the City and Borough of Juneau to provide its residents the highest quality of public services in the most efficient manner, it may be necessary for its employees to use personal vehicles to conduct city business. A fair and consistent policy has been created to reimburse employees who drive personal vehicles to conduct CBJ business. This memo is to document the policy as it exists now and as it is expected to continue.

The CBJ has one vehicle reimbursement rate that applies to all employees who drive their personal vehicles to conduct CBJ business. Employees may receive:

- A. Reimbursement per the standard IRS mileage reimbursement rate (www.irs.gov) plus 25% rounded up to the next whole cent for each mile driven in their personal vehicle while on City and Borough business; and
- B. Reimbursement for the additional cost of adding business-use coverage to their vehicle insurance policy due to the use of their personal vehicle for City and Borough business travel.

3. REQUIREMENTS FOR RECEIVING PER MILE REIMBURSEMENT

- A. Have a current driver's license, appropriate for the type of vehicle driven, at the time of travel.
- B. Maintain an accurate record of the miles driven while on City and Borough business in a mileage log. The mileage log must contain the date of travel, a brief description of the travel purpose, and the miles driven.
- C. Submit the mileage log to the supervisor for approval each pay period. Supervisory approval must be obtained before the amounts can be claimed for reimbursement. The total miles submitted for reimbursement, from the employee's mileage log, is to be reported on the employee's time sheet.
- D. Approved employee mileage logs are to be maintained by the department with the employee's time records.
- E. The employee must maintain a vehicle insurance policy that meets Alaska statutory requirements. Personal vehicle insurance policies vary in their coverage for work-related use. All employees using their personal vehicle for CBJ business should verify that their insurance policy covers work-related use of their vehicle. Your insurance agent is the appropriate person to explain your particular coverage and answer questions concerning the Alaska statutory limits.

CBJ is not responsible and will not pay for damage or loss of the employee's vehicle or its contents. Collision/comprehensive insurance coverage could be purchased by employees who desire to have such damage covered.

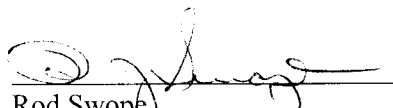
4. REQUIREMENTS FOR REIMBURSEMENT OF ADDITIONAL VEHICLE INSURANCE COSTS FOR WORK-RELATED COVERAGE

- A. Supervisor approval must be obtained before any amounts can be claimed for reimbursement.
- B. The additional cost for acquiring work-related coverage on the vehicle insurance policy should not exceed 10 percent of the base insurance premium. The employee will provide an insurance calculation report substantiating the difference between vehicle insurance costs with and without the work-related coverage.
- C. Reimbursement claims can be made once actual payment for the insurance has been made. Proof of payment must be included with the reimbursement claim (cancelled check, receipt, etc.)
- D. The total amount being claimed for reimbursement, from the employee's insurance calculation report (B above) is to be reported on the employee's time sheet.
- E. Approved employee insurance reimbursement documents are to be maintained by the department with the employees' time records.

5. GENERAL PROVISIONS

- A. Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska under the general direction of the City Manager.
- B. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. Effective Date: This policy will take effect on: December 22, 2006.

Dated at Juneau, Alaska, this 22nd day of December, 2006


Rod Swope
City and Borough Manager