

DEPARTMENT OF FIRE AND RESCUE SERVICES



Originating From	Issue Date	Revision Date	Attachments
Administrative Services	6/24/2013	Effective 7/1/2013	A & B

SUBJECT: Mileage Reimbursement
APPLICABILITY: All Personnel

POLICY:

Employees who conduct official business while utilizing their personal vehicle may be entitled to financial reimbursement for expenses incurred.

1. GENERAL

- 1.1. When traveling on official business in a privately owned vehicle, the employee may be reimbursed for mileage at the County's reimbursement rate.
- 1.2. The rate of reimbursement is based on the Internal Revenue Service "Standard Mileage Rate."
- 1.3. Mileage reimbursement is meant to cover only those miles incurred above and beyond the member's normal commute to the home station or work site. Therefore, normal commuting miles and any personal miles must be reported on the mileage log and are not eligible for reimbursement.
- 1.4. Members are eligible for reimbursement for mileage accumulated on details if all of the following criteria:
 - 1.4.1. The member took his personal vehicle;
 - 1.4.2. The member is not on overtime or a Trade of Shift
- 1.5. Mileage accumulated to take a training class is not eligible for reimbursement.

2. DEFINITIONS

- 2.1. **Home Station** – A member's permanent station assignment.
- 2.2. **Work Site** – A facility where HCDFRS members and staff are assigned, i.e. Headquarters, the Public Safety Training Center (PSTC), the Supply Unit, etc.

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3. PROCEDURES

- 3.1. Members shall use the “Standard Mile Matrix” agreed to by management and labor for determining mileage between worksites.
- 3.2. All members who elect to pick up/return their personal protective equipment (PPE) when detailed shall be eligible for mileage reimbursement if all of the following criteria are met:
 - 3.2.1. The member took their personal vehicle on the detail;
 - 3.2.2. Picking up gear occurs the day of the detail, prior to the member’s start time.
 - 3.2.2.1. A logbook entry shall be made indicating what time the gear pick-up occurred. Failure to make the entry may result in the reimbursement being denied. The member is not on overtime during this period;
 - 3.2.2.2. The member shall only be able to claim mileage between their home station and the station they are detailed to. All other mileage accumulated during the commute is not eligible for reimbursement.
 - 3.2.3. Returning the gear occurs the day that the shift was concluded;
 - 3.2.3.1. The member shall only be able to claim mileage between the station detailed to and their home station. All other mileage accumulated during the day is not eligible for reimbursement.
 - 3.2.3.2. There is an entry made in the company logbook of the station where gear is being returned to, indicating what time the member returned their PPE, failure to note in the logbook that PPE has been returned by a member who seeks reimbursement may result in the denial of reimbursement. The member is not eligible for overtime during this time period.
 - 3.2.3.2.1. Should a member be on overtime on their “On-Coming Shift” and then be detailed during their regular shift, the member is eligible for reimbursement following the conclusion of their regular shift.

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3.2.4. Should members carpool, reimbursement will be paid only for the mileage accumulated between the station the member that is responsible for the vehicle was detailed to and their home station. Reimbursement shall not occur for any mileage accumulated in picking up other members, or for returning gear or equipment for the other members in the carpool;

3.2.5. The member is not on overtime or a Trade-of-Shift;

4. MILEAGE LOG

4.1. The Howard County Mileage Log must be completed in order to request reimbursement. The Mileage Log form is located in the Human Resources Library on the County Intranet.

4.1.1. Forms should be turned into the member's company officer by the Ninth day of the month.

4.1.1.1. The company officer shall verify appropriate logbook entries for gear being picked up prior to a detail and dropped off after a detail. Dates that have no corresponding log-book entries shall be noted, and the member shall redo the form, removing the unverified dates.

4.1.1.2. The company officer shall forward the completed and verified forms to the "Financial Services Officer" in the Administrative Services Bureau by the fifteenth day of the month.

Approved:

William G. Anuszewski, Assistant Chief
Administrative Services Bureau

Attachment A
 Howard County Department of Fire and Rescue Services and IAFF Local 2000
 "Standard Mileage Matrix"

		Going to													
L E A V I N G		1	2	3	4	5	6	7	8	9	10	11	13	PSTC	HQ
	1		7.04	19.75	25.60	14.75	7.00	12.89	13.50	7.34	9.94	13.68	23.92	19.50	6.60
	2	7.04		11.1	17.90	7.9	12.20	4.30	4.70	4.80	7.90	9.50	16.10	11.40	7.50
	3	19.75	11.10		8.40	10.1	19.80	16.4	6.20	15.50	15.50	17.30	4.60	2.10	17.70
	4	25.10	16.80	8.40		16.30	25.90	21.10	14.6	21.60	21.60	23.40	5.20	10.10	23.70
	5	14.90	7.8	10.00	16.90		10.10	5.40	9.70	9.80	5.80	7.70	10.10	11.30	10.00
	6	7.20	12.40	19.40	26.20	9.60		8.30	15.80	6.70	5.30	7.90	19.40	20.60	5.80
	7	13.10	5.20	15.70	22.60	6.2	8.70		9.30	3.60	4.50	6.10	16.60	17.80	6.40
	8	13.70	4.70	6.20	16.30	12.80	16.60	8.80		9.20	12.40	14.00	12.80	6.80	11.40
	9	8.90	5.40	15.30	22.10	9.70	6.70	3.60	8.80		5.60	9.00	20.20	15.60	3.00
	10	10.10	8.60	15.70	22.50	5.90	5.30	4.50	12.10	6.50		4.10	15.70	16.90	5.20
	11	13.90	10.60	17.90	26.85	8.20	9.10	6.60	14.10	8.50	4.00		17.90	19.10	9.00
	13	24.10	15.20	6.50	4.60	10.50	20.10	18.40	14.50	19.70	15.90	17.70		8.20	21.80
	PSTC	19.70	11.20	2.10	10.50	11.40	21.00	15.30	6.80	15.70	16.80	18.60	8.60		17.90
HQ	6.60	6.80	17.80	24.70	11.20	5.20	6.20	11.40	2.90	6.90	9.50	22.80	18.20		

Mileage was obtained by using "Bing Maps"



Mileage Log

Home Address: _____

Work Site Address: _____

Round Trip Base Commute Mileage: _____

Dept: _____

Name: _____

DATE	STARTING POINT	DESTINATION	TOTAL MILES	PERSONAL / COMMUTE MILES	ADJ TOTAL	PURPOSE

Reviewed By: _____ Review Date: _____				Total Business Miles
				Amount of Reimbursement
Signature: _____ Date: _____	OTHER			
	GRAND TOTAL			

Employee's Signature **Date**

Direct trips between the employee's residence and the work site are considered commuting miles and are not reimbursable. Mileage reimbursement covers only those miles incurred above and beyond the employee's normal commute to the work site. For example, if the normal commuting round trip is 20 miles and the employee goes on a business trip leaving directly from home that covers 90 miles, only the incremental 70 miles are reimbursable. I hereby certify that the above information is correct.