

# FISCAL ACCOUNTABILITY RULES

---

## RULE 10.7 - USE OF PERSONAL VEHICLES FOR CITY BUSINESS

### Purpose

---

City and County of Denver (City) officers and employees engage in many activities that may require the use of their personal vehicle to conduct City business. The City is committed to protecting the people involved in these activities. This policy is to provide direction for authorized officers and employees that use their personal vehicle to conduct City business.

This rule shall be read in conjunction with the associated [City Business Vehicle Use Procedure](#) to ensure compliance and understanding.

Every officer and employee driving his/her personal vehicle while conducting City business shall also comply with all provisions of:

- [Fiscal Accountability Rule 10.5 – City Business Vehicle Use](#);
- [Fiscal Accountability Rule 10.6 – Take-Home Vehicles and Carpooling](#); and
- [Executive Order 3, Motor Vehicle Program](#).

### Rule

---

1. All officers and employees who operate a City vehicle or who use their personal vehicle while conducting City business shall refer to and follow [Fiscal Accountability Rule 10.5 – City Business Vehicle Use](#).
2. The City shall reimburse officers and employees using personal vehicles to conduct City business in accordance with the mileage rates adopted by the **U.S. Internal Revenue Service** for the period involved.
  - A. Reimbursement will be limited to automobiles (including trucks) and motorcycles.
  - B. Usage of other motor vehicles including mopeds and scooters, as well as bicycles, shall not be eligible for reimbursement.
3. Mileage reimbursement shall only be claimed for travel that is business related and calculated based on the most commonly used or shortest route option.
  - A. If it is more practical to drive directly from the officer or employee's home to a business location without first reporting to the main or regular place of work, only mileage exceeding the regular commute may be claimed. This also applies to travel from a business location to the officer or employee's home without returning to the main or regular place of work.

# FISCAL ACCOUNTABILITY RULES

---

## RULE 10.7 – USE OF PERSONAL VEHICLES FOR CITY BUSINESS, CONTINUED

- B. Mileage reimbursement shall be allowed when travel between an officer or employee's home and a business destination occurs on a non-working day or outside of regular business hours provided such travel is approved by the employee's supervisor/manager.
  - C. Mileage reimbursement shall not be claimed for personal commuting purposes, which includes non-business travel, or personal use, and travel between an officer and employee's home or main or regular place of work.
4. Every officer and employee requesting mileage reimbursement shall record the total mileage for official City business and other data each day on the [Bi-Weekly Mileage Summary for Personal Vehicle Usage](#) form. The completed form shall be submitted to the employee's supervisor/manager who, subject to the exception below, shall enter the mileage on the employee's timecard. The employee shall be reimbursed on his/her paycheck at the rate established by the Internal Revenue Service.
- A. The agency head/department manager may authorize exempt employees to enter mileage on their timecard; however the exempt employee's supervisor/manager shall review and compare the mileage entered to the [Bi-Weekly Mileage Summary for Personal Vehicle Usage](#) form submitted and modify if necessary before approving the timecard.
  - B. The completed [Bi-Weekly Mileage Summary for Personal Vehicle Usage](#) form shall be retained by the agency/department, shall be a part of the employee's record, and shall be available for review by the Controller. The Controller's Office may perform an audit as it deems necessary.
5. Filing a fraudulent claim for automobile mileage reimbursement shall be cause for disciplinary action which may include dismissal.

### Procedures and Forms

---

The **Controller's Office** is responsible for any procedures and forms associated with this rule.