

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 21(R)

May 15, 2009

TO: All Departments, Boards, Agencies, and Commissions

FROM: Brenda Hartfield, Ph.D., Chief Administrative Officer

SUBJECT: AUTO ALLOWANCE AND MILEAGE REIMBURSEMENT

I. PURPOSE.

This memorandum is republished and revised to increase the auto allowance rate for approved employees that use their private vehicle for official business conducted on behalf of the City of New Orleans.

II. PROCEDURE.

- A. Auto allowances must be applied for via the Auto Allowance Add/Delete Form (See attached). The form must be signed by the employee and the appointing authority and approved by the Chief Administrative Officer. Approval to receive allowances will remain in effect until employee terminates from the City or employee changes to a position that affects its auto usage privileges.
- B. Employees receiving an auto allowance must complete an Auto Allowance Mileage Log (See attached) each month. The log must be signed by the employee and the appointing authority, and submitted to the department Human Resource/Personnel Director, vehicle coordinator or other staff as assigned by the appointing authority by the 20th of the following month. Failure to submit accurate logs in a timely manner may result in termination of allowance privileges and/or reimbursement privileges. Copies of the completed logs should be retained by the department and should not be sent to the Chief Administrative Office unless specifically requested.
- C. Departmental Personnel Directors, vehicle coordinators or other staff as assigned by the Director shall enter the mileage in an Auto Allowance Mileage Report. This report must be electronically forwarded in an excel spreadsheet format to the Chief Administrative Office each month by emailing autoallowance@cityofno.com with the subject line "Monthly Mileage Report". Only the total mileage reported per month per employee should be recorded on the spreadsheet. Grant funded programs may require proof of distance and therefore, required verification must be provided, i.e., Mapquest, Google, etc. for any mileage reimbursement.

- D. Report templates are available by sending an email request to the autoallowance@cityofno.com with subject line: "Auto Allowance Mileage Report Template Request".
- E. Allowances may be adjusted by the Chief Administrative Office periodically based on a review of Auto Allowance or Reimbursement Mileage Logs. The Chief Administrative Office has the authority to increase, decrease or revoke any allowance that is not supported by the average monthly mileage logged.

III. TEMPORARY REDUCTIONS IN MILEAGE.

- A. In order to continue receiving an auto allowance during a temporary reduction in mileage utilization, employees must continue to submit Auto Allowance Mileage Logs (even when mileage is reduced to zero), along with an explanation for the temporary reduction in mileage signed by the appointing authority. Departmental Personnel Directors shall forward copies of these logs to the Chief Administrative Office, autoallowance@cityofno.com with the subject line "Temporary Reductions in Mileage".
- B. Temporary reductions in auto mileage due to sick leave, annual leave, non-automobile business travel or other authorized reason will not result in immediate loss or reduction of auto allowance.

IV. INFREQUENT VEHICLE USE.

- A. If employees require infrequent transportation within the City or metropolitan area for official business, they should use City pool vehicles. Refer to Policy Memorandum No. 5(R) which outlines the procedures for securing a pool motor vehicle.
- B. If employees must use their personal vehicle, reimbursement may be requested at the rate of \$0.585 cents per mile and must use mileage reimbursement for. (**See attached**)

V. RATE.

- A. The allowance rate shall be set at \$0.585 per mile.
- B. Employees currently receiving allowances based on the prior rate must complete a new Auto Allowance Add/Delete Form that establishes the auto allowance which will be adjusted accordingly. Failure to complete the new forms will terminate the employee's auto allowance.

VI. INQUIRIES.

Any questions regarding this policy should be directed to autoallowance@cityofno.com with the subject line "Inquiry". The current

coordinator will receive the message and respond. If you do not receive a response, please contact the Chief Operations manager, Personnel Management Division at (504) 658-8631.

BGH, Ph.D./PMRC/rth

Attachments