
S.O.P. #: PERSONNEL 31

SUBJECT: MILEAGE ALLOWANCE

DIVISION: CAREER PERSONNEL

Objective: To provide guidelines for compensating members who are required to travel in personal vehicles for business purposes, beyond the distance they travel between their regular duty assignment and home

Section 1: Administration

- A. The individual agency heads shall be responsible for approving travel requests in their departments, and for insuring that travel reimbursement is neither excessive nor discriminatory in its application. Any supplementary procedures developed by the agencies shall be subject to the approval of the Administrative Officer. The agency head shall have the responsibility to determine whether a County vehicle or privately-owned vehicle shall be used for such travel.
- B. The County Administrative Officer, or the Administrative Officer's designee, shall monitor all travel expenses as reported quarterly by the Office of Budget and Finance.
- C. A mileage allowance equivalent to the rate per mile set by the IRS shall be paid to County employees who use their privately-owned vehicles for official County travel necessary to carry out the required or authorized duties of their positions, without regard to the number of passengers they may have. Any adjustment in the rate shall take place on the first of July following any adjustment by the Internal Revenue Service.
- D. In the application of this allowance, employees will be entitled to reimbursement for official travel which is authorized by the agency head or designee, other than that required to and from the employee's place of residence and his/her regularly assigned office or duty station. All employees will be assigned a regular office or duty station for the purpose of mileage allowance calculations.
- E. Employees required to travel on official business from home to a location other than the regularly assigned office or duty station, whether on a workday or not, shall be reimbursed for mileage in excess of the distance round trip between the employee's home and the regularly assigned place of work or duty station. It is the employee's duty to keep accurate and timely records of travel, and to report such mileage as required by the agency for reimbursement.

Section 2: Temporary Change of Work Location

- A. Employees required to report to a different work site will be reimbursed for all extra travel connected with that transfer, provided that the transfer is authorized or directed by the employee's supervisor and is temporary (One two-week pay period or less) in nature. This allowance will only be paid for mileage beyond that normally traveled by employees to their regularly assigned place of work.
- B. Travel allowance payments for temporary changes of work location beyond the two-week limitation must be specifically approved by the agency head, subject to the review of the Administrative Officer.

Section 3: Tolls and Parking Policy

- A. Employees on authorized County business who are required to pay tolls or parking charges beyond that usually required by travel to their regular work area, shall be reimbursed for such tolls or parking.

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Section 4: Travel to Conferences and Workshops

- A. Travel to approved conferences, meetings, workshops, training sessions and other work-related events shall be considered official County business. The agency head shall have the responsibility to determine whether a privately-owned or a County-owned vehicle should be used for such trips. In planning travel, consideration should be given to routes which minimize both time and cost to and from the destination.
- B. Employees traveling on official County business are expected to exercise care in incurring expenses, and to avoid excessive or unnecessary costs by planning for the minimum amount of travel and the most economical mode of transportation to the destination. In all cases, the agency head or designee shall have final approval on advances and/or reimbursements for the agency's employees.

Section 5: Callbacks

- A. Employees who report for scheduled and unscheduled callbacks are entitled to receive travel allowance when the distance traveled from the employee's home to the callback location is farther than the distance between the employee's home and his/her regularly assigned station.
- B. The officer in charge of the employee's assigned duty station is responsible for completing the Form 290 in accordance with Personnel-31, Sect. 6.

Section 6: Mileage Reimbursement Procedure – Filing a Form 290

A. Summary Information Required

- 1. AMS number (county payroll ID number – found under HR-EMP-ID on OLTA)
- 2. Official home address
- 3. Number of miles from home to employee's regular duty assignment, using <http://maps.google.com> or www.mapquest.com
- 4. Date(s) for which mileage reimbursement is requested
- 5. Purpose for mileage request – callback/prescheduled detail, late detail, other

B. Callback or prescheduled detail – the employee travels directly from home to the work assignment which is not his or her regular duty assignment.

- 1. Use <http://maps.google.com> or www.mapquest.com to calculate the number of miles from an employee's home to the callback /prescheduled detail station or work location.
- 2. Right click on the field "Minus home mileage" and select "update field" to input the number of miles from home to the regular duty assignment indicated in Section 5.A.3, above.
- 3. Right click on the field "Difference" and select "update field" to input the number of miles to be reimbursed. This is calculated by subtracting the difference between the two distances, and multiplying by two to get the roundtrip difference.

C. Late detail – the employee travels from home to his or her regular duty assignment before traveling to the detailed work location.

- 1. Use the department's mileage chart to determine the one-way distance between the employee's regular duty assignment and the detailed work location.
- 2. Use <http://maps.google.com> or www.mapquest.com to calculate the number of miles from an employee's home to the detailed work location.
- 3. Right click on the field "Minus home mileage" and select "update field" to input the number of miles from home to the regular duty assignment indicated in Section 5.A.3, above.
- 4. Right click on the field "Difference" and select "update field" to input this number.

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5. For the number of miles to be reimbursed, add this difference to the one-way distance on the mileage chart between the stations/work locations, by right clicking on the field "Difference + miles from mileage chart".

D. Other situations

1. Specify whether the employee left from home or another location, and to where he or she traveled.
2. If purpose of travel was to go to the employees' health clinic for a job-related injury or illness:
 - a. When an employee is required on a non-workday to report to the County Medical Clinic at the request of the clinic, or when required to do so because of a policy, the employee shall be reimbursed for the round trip mileage from the employee's home to the Clinic, not to exceed one hundred fifty (150) miles.
 - b. On the Form 290, indicate under "Other" that the travel is to the clinic, and provide the date the injury occurred. The Claims Office will calculate the mileage.
3. For other travel purposes, indicate the purpose of this trip. Administrative Services will calculate the mileage.

E. Authorization

1. The appropriate officer will insert his/her name at the bottom of the Form 290 and email the form to fire_admin@baltimorecountymd.gov putting the format "**sta-shift-mile-1st name-first initial-rank**" in the subject line.

F. Tolls and Parking Procedure

1. Send receipts to Fire Administration, with the employee's name and AMS number on the back.