



**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 5.1</b>
<b>TO:</b> All City Employees
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Mileage Reimbursement/Liability for Using Personal Vehicle while Conducting City Business
<b>DATE:</b> June 1, 1998
<b>Supersedes and Replaces Administrative Order 5.1 dated 11/01/93 Regarding Same Subject.</b>

**I. PURPOSE**

The purpose of this Administrative Order is to establish and implement reasonable administrative regulations regarding the City's reimbursement for mileage when using personal vehicles while conducting business on behalf of the City and to advise City employees concerning the liability associated with such usage. Any questions regarding this Administrative Order should be directed to the Division of Human Resources/Procurement.

**II. LEGISLATIVE/COLLECTIVE BARGAINING HISTORY**

Ordinance No. 98-96 (City Compensation Plan) and its predecessors have, for several years, authorized reimbursement for mileage to employees for using their personal vehicles to conduct business on behalf of the City. These Ordinances have authorized reimbursement to the employee, when a City vehicle is not available to the employee, at the prevailing rate per mile set by the Internal Revenue Service (IRS). Ordinance No. 98-96, as well as its predecessors, have also authorized the City Manager to establish and implement reasonable regulations regarding reimbursement for such expenses. (See Section II. of Ordinance No. 98-96.)

Similar provisions exist within the following Collective Bargaining Agreements: F.O.P., Capital City Lodge No. 9; F.O.P., Ohio Labor Council - Communications Technician Unit; and F.O.P., Ohio Labor Council - Clerical Unit. (See Article 17 of F.O.P. Capital City Lodge No. 9 Agreement; Article 21 of the F.O.P. Ohio Labor Council - Communications Technician Agreement; or Article 22 of the F.O.P., Ohio Labor Council - Clerical Agreement.)

Ordinance No. 98-96 and its predecessors have also authorized reimbursement for other reasonable and necessary expenses related to travel when engaged in official City business. (For detailed information on reimbursement for such other expenses, see Administrative Order 5.2.)

**III. ADMINISTRATIVE REGULATIONS**

The following regulations are hereby established and implemented:

- A.** Each employee shall be required to keep a log of the actual mileage driven using the attached "City of Dublin Mileage Reimbursement Form". (Mileage figures shall be recorded on the attached form on a daily basis.)
- B.** Only mileage for official City business shall be reported for reimbursement purposes.
- C.** Mileage forms shall be submitted on a monthly basis to the employee's respective Department/Division Head for verification and approval. The Department/Division Head shall then forward the forms directly to the Finance Department for further processing.
- D.** City employees are hereby advised that, pursuant to State Law, liability for bodily injury and property damage caused by the use of an employee's personal vehicle while on official City business shall first be subject to the employee's own personal automobile insurance policy. Only after the employee's own personal automobile insurance coverage is exhausted would the City's automobile insurance coverage become effective. For this reason, whenever practical, City employees are encouraged to seek the use of a City-owned vehicle when conducting official business on behalf of the City. If however, an employee decides to use his/her personal vehicle to undertake official City business, they are hereby advised to exercise extreme caution and good judgement during the use of his/her personal vehicle.

Attachment