

CAR ALLOWANCE

I. PURPOSE

The purpose of this guideline is to establish a policy for supplemental payments for the business usage of personal automobile.

II. RESPONSIBILITY

Responsibility for this guideline rests with the City Manager.

III. POLICY

Car allowances are established to compensate certain upper-level managerial employees for the use of their personal vehicles for routine and non-routine business purposes when the assignment of a full-time City automobile is not warranted.

IV. PROCEDURE

- A. The City Manager will approve and establish the applicable taxable car rate for designated City Employees.
- B. As the incumbents who currently receive car allowances vacate their positions, the car allowance for that particular position will be reviewed.
- C. The City Manager will provide the inclusion of the necessary funds in each year's operating budget for the payment of the car allowances. The respective City Department involved will budget the authorized amounts in the appropriate line item accounts.
- D. An employee who receives car allowance payments will be permitted to use pool cars or assigned City vehicles only in cases of an emergency. The Car Allowance Policy does not apply to uniformed City Departments.
- E. Events which require the use of a personal automobile will be reimbursable to individuals not receiving a car allowance at the applicable IRS reimbursement rate per mile in effect at the time of travel, upon submission of a personal expense reimbursement request form.
- F. Department Directors should notify affected employees of the car allowance schedule depicted in the attachment.

Approved:

A handwritten signature in black ink, appearing to read "Bruce T. Moore", is written over a solid horizontal line.

Bruce T. Moore
City Manager