

County of Cumberland Board of Chosen Freeholders	Policy Number: 5.03	Pages: 1 of 1
Chapter: Miscellaneous		Effective Date: August 11, 1994
Subject: Mileage Reimbursement		

I. POLICY:

Cumberland County Government shall provide for a mileage reimbursement to employees who must utilize their personal vehicles for County business.

II. DEFINITIONS: NONE

III. PROCEDURE:

- A. The rate of reimbursement shall be established as part of the negotiated labor agreements.
- B. Employees who request reimbursement must fill out the "Personal Motor Vehicle Record" and submit to the department head for approval.
- C. Employees may not be reimbursed for travel expenses between their residence and primary place of work.
- D. If an employee travels to a work site other than the primary work site, reimbursement is based on the total round trip mileage between residence and worksite less the normal commutation mileage between residence and primary worksite.
- E. Department heads are required to verify the information and forward to the Treasurer's Office for processing and payment.
- F. Department heads shall require employees who are required to utilize their personal automobiles for County business to present a copy of their insurance card at least annually. Copies of insurance cards shall be kept on file at the department.