

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 1 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

SUMMARY OF CONTENTS

1. Purpose
2. Scope
3. Policy
4. Types of Transportation
5. Standards for Transportation Authorization
6. Storage of City Vehicles
7. Emergency Transportation
8. Insurance
9. Monthly Mileage Report
- Appendices – Illustrative Examples

(Supersedes Administrative Regulation 45.10, Issue 24, dated August 2, 1993)

Authorized

(Signed by Michael T. Uberuaga)

CITY MANAGER

(Signed by Casey Gwinn)

CITY ATTORNEY

(Signed by Ed Ryan)

AUDITOR & COMPTROLLER

(Signed by Charles G. Abdelnour)

CITY CLERK

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 2 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

1. Purpose

1.1 To establish the policies, regulations, and procedures relative to the assignment, use, and control of transportation for employees while conducting business for the City of San Diego.

2. Scope

2.1 This regulation applies to the operation of pool sedans and pick-up trucks rented from the Equipment Division, and to the reimbursed use of employee-owned vehicles. Work vehicles such as police cars, dump trucks, assigned pick-up trucks, crew trucks, and heavy equipment are beyond the scope of this regulation.

2.2 This regulation applies only to authorized mileage and parking costs for conducting City business within San Diego County, Baja Norte in Mexico, or one-day trips (less than 200 miles each way). The one-day trips should be charged to object account 4449. The "Monthly Mileage Report" (Report) AC 1145 & AC 1145A should be completed for mileage and parking costs. Any other trips should be considered out-of-town and be reimbursed through a Travel and Expense Report and a Request for Direct Payment.

3. Policy

3.1 Transportation of employees, when required in conjunction with the discharge of their employment duties, should be by City-owned vehicle, or reimbursed use of an employee's personal vehicle, or public transportation.

3.2 The transportation type authorized should be determined in terms of the best interests of the City. Employee convenience does not constitute a basis for transportation authorization.

3.3 Employees authorized to drive their own or City-owned vehicles on City business must possess a valid California driver's license. Department Directors are responsible for enforcing this provision in accordance with A. R. 75.50.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 3 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

- 3.4 Employees authorized to drive their own vehicles on City business and who are based in the downtown area may be reimbursed for monthly parking costs but not to exceed the monthly rate established for City employees at the Evan Jones Parkade (Parkade).
- 3.5 For consistency, all employees of similar occupational duties should possess the same type of transportation authorization.
- 3.6 Department Directors are responsible for enforcing the provisions of this Administrative Regulation as it relates to employees in their department.
- 3.7 Other than assigned City vehicles, employees shall not use two or three wheeled motorized vehicles for transportation while conducting City business, and therefore will not be allowed mileage reimbursement for these vehicles.
- 3.8 City employees must comply with all traffic laws while conducting City business.

4. Types of Transportation Available

- 4.1 The following types of transportation may be available to employees required to travel on City business.
 - a. Type “A” – a City owned sedan permanently assigned to an individual on a full working day basis. This requires a budgetary provision for the needed vehicle.
 - b. Type “B” – a City owned sedan or pick-up truck drawn from a pool on an “as required, single trip” basis.
 - c. Type “C” – the reimbursed use of an employee-owned vehicle at established mileage rates.
 - d. Type “CP” – for employees who are based in the downtown area, the reimbursed use of an employee-owned vehicle at established rates and monthly parking costs up to the monthly rate established for City employees at the Parkade. To be eligible for parking reimbursement, employees must pay for parking at the Parkade or other City parking areas as designated by the City Manager.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 4 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

- e. Other – the reimbursed use of public transportation (bus or trolley) or taxi on an “as required, single trip” basis.

5. Standards for Transportation Authorization

5.1 Type A

- a. To qualify for Type A authorization, the position must provide field supervision at various locations throughout the City, the public relations aspect of the position must require the use of City vehicles, and a budgetary provision must have been made for the vehicle. In addition, one of the following criteria also must be satisfied.
 - (1) The employee is regularly required to drive in excess of an average of 600 miles per month.
 - (2) The employee is required to be away from his permanent workstation a minimum of 50% of his normal workday at least three days a week.
 - (3) The position requires the availability of a special-equipped sedan.

5.2 Type B

- a. To qualify for Type B authorization, all of the following criteria must be satisfied.
 - (1) The employee has a transportation requirement, which does not meet the criteria for Type A authorization.
 - (2) The employee has access to a pool vehicle.
 - (3) The user will not normally keep the vehicle out of the pool for more than 50% of the normal workday.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 5 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

- b. Type B transportation is recommended when the employee's travel requirement is intermittent. However, employees authorized Type B transportation may also be authorized Type C transportation at the discretion of the Department Director.
- c. It is the responsibility of the Deputy Director of Equipment Division to perform a periodic analysis of Type B usage to ensure only authorized employees are making use of the Type B authorization and pool vehicles are not being kept out for more than 50% of the working day.

5.3 Type C

- a. To qualify for Type C authorization, all of the following criteria must be satisfied.
 - (1) The employee's transportation requirement does not meet the criteria for a Type A authorization.
 - (2) The employee has a regular and frequently recurring transportation requirement. Classified Fire uniformed employees and Library personnel will meet this requirement by traveling from one work station to another when such travel is the result of a reassignment of the work station during the employee's normal work hours.
 - (3) The use of a City pool vehicle is not desirable or is not available.
 - (4) The employee shall have in effect public liability and property damage insurance in accordance with minimum requirements as outlined in this regulation.
- b. Authorization of Type C mileage shall be periodically reviewed by departments. Form AC-1500 must be completed for transportation authorization.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 6 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

5.4 Type CP

- a. In addition to satisfying all the criteria for Type C authorization the following additional criteria must be satisfied to qualify for Type CP authorization.
 - (1) The employee must pay for monthly parking in the Parkade or other City parking areas as designated by the City Manager.
 - (2) The employee will be reimbursed for monthly parking provided at least (7) separate days each calendar month the employee drives their personal vehicle on City business. The actual monthly cost of parking, not exceeding the monthly rate established for City employees at the Parkade, will be added to the Report and included in the total amount due.
 - (3) Employees who are absent five or more consecutive working (or holiday) days in a month shall claim a refund from the operator of the Parkade. If the employee is entitled to reimbursement of parking costs for that month, the reimbursement shall be reduced by the amount of the refund. Employees are required to complete a refund form at the Parkade and a copy of this form is sent to supervisory personnel to ensure appropriate reductions in parking reimbursements take place.
- b. The fact the above criteria are met does not necessarily mean CP authorization must be granted. Some situations may call for Type C authorization only. Parking stamps in lieu of parking authorization should be utilized when cost savings can be realized. These determinations shall be at the discretion of the Department Director.
- c. Authorization of Type CP mileage shall be periodically reviewed by departments. Form AC-1500 must be completed for transportation authorization.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 7 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

5.5 When the car of an employee receiving C or CP mileage is temporarily inoperative, the Department Director or designee may request temporary assignment of a City car by written request for each instance to the Equipment Division Deputy Director.

5.6 The use of bus or trolley transportation is encouraged where schedules and routes are convenient and the trip to be made is short or parking is inconvenient. Taxis may be used for transportation of groups between points not satisfactorily served by public transportation and when no City vehicle or Type C authorization is available. Reimbursement for these forms of transportation should be through petty cash.

6. Storage of City Vehicles

6.1 Storage of City vehicles shall be established by the Transportation Director with the approval of the City Manager.

6.2 All City-owned vehicles shall be stored at the designated official vehicle storage areas unless exempted by the Transportation Director.

7. Emergency Transportation

7.1 Employees subject to emergency calls during off-duty hours but who do not have a City vehicle at their disposal may be authorized by Department Directors to be reimbursed for the use of their own vehicles or for taxi transportation. However, such reimbursed mileage for the use of their own vehicle does not include the commute distance to and from the employee's home and their normal work station.

8. Insurance

8.1 Employees authorized C or CP transportation shall maintain adequate insurance and must certify on the Report they have in force personal automobile insurance coverage for at least \$15,000 bodily injury, \$30,000 for public liability, and \$10,000 for property damage.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 8 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

8.2 The intent of C and CP transportation is to reimburse employees for vehicle operating expenses, including collision and comprehensive coverage (optional at the employee's election) and public liability, bodily injury and property damage coverage. The City assumes no responsibility for collision or comprehensive losses to the employee's personal vehicle.

9. Monthly Mileage Report

9.1 In order to receive reimbursement for the use of a personal vehicle, the employee authorized C or CP transportation shall record daily all mileage information indicated on the Report. Reimbursement rates for mileage shall be established through meet-and-confer with the recognized labor organizations.

9.2 For the purpose of the Report the following definitions are made:

- a. Normal workstation is the place an employee is regularly scheduled to work. It need not be a single location as long as there is a regular schedule of different workstations the employee reports to on different days. However, if an employee begins the workday at one location and is reassigned to another, the mileage between the two locations is reimbursable.
- b. Alternate workstation is the place an employee may be required to report that is different from their normal workstation.
- c. Reimbursable miles are the miles driven on City business by an employee in their personal vehicle. Reimbursable miles include miles driven between an employee's normal workstation and alternate work station(s). When an employee begins or ends their workday at an alternate workstation, travel from their personal residence to the alternate workstation or from the alternate workstation to their personal residence is reimbursable at the **lesser** of two distances:

Employee's personal residence (Home) to the alternate work station

OR

Employee's normal work station to the alternate work station

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 9 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

Mileage traveled from/to Home to attend an after-hours community meeting after the employee has returned to their personal residence at the end of the normal workday or on a non-work day is fully reimbursable.

See Appendix A for illustrative examples.

- d. Personal miles are the difference between the total miles traveled and the reimbursable miles.
- 9.3 The Report should be completed as follows:
- a. Employees should print their name, month, year, time sheet department, and time sheet level on the top of the Report (the time sheet department and level are the same as indicated on the employee's labor card).
 - b. On a daily basis for each separate one-way trip (one line entry) employees should record the locations traveled from and to, the complete starting and ending odometer readings, and the miles traveled (personal and reimbursable). Each line should indicate as explicit as possible the destination name and address. Location abbreviations have been provided on the Report to save entry time. If the employee's personal residence is a to/from location, their residence address should be entered on the space provided on the Report and the word Home listed as the location. The Report should have a minimum of two lines per day of driving.
 - c. For City inspectors or other personnel who travel to various job sites during the day, one line of recording for each day traveled on City business is sufficient as long as a detailed daily trip itinerary is maintained to support the entries on the Report. The daily total of City business miles on the trip itinerary must agree to the reimbursable miles on the Report.
 - d. The Job Order column on the Report should be completed only if the employee is charging to a different job order number than already established for the employee for mileage reporting.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 10 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

- e. At the end of the month, the reimbursable miles driven should be totaled, and if different job orders were used, they should be totaled and entered in the appropriate block on the back of the Report. All other blocks on the Report should be completed, and the reimbursable mileage amount calculated by multiplying the total reimbursable miles by the mileage rate.
 - f. For those employees authorized Type CP mileage, the number of days driving should be recorded. If an employee is eligible for parking reimbursement, the actual cost of parking, but no more than the monthly rate for the Parkade should be entered. This amount should be added to the amount of mileage reimbursement claimed.
 - g. Identifying information should be completed, the Report signed by the employee, and submitted to appropriate supervisory personnel for review and approval. If additional sheets are needed, Form AC-1145-A has been established for this purpose.
- 9.4 Departmental approval is the responsibility of the supervisor to whom the employee submitting the AC-1145 normally reports, or other higher level supervisors at the discretion of the Department Director. The person providing departmental approval must have specific signature authority to do so. It is the supervisors responsibility to ensure the mileage claimed is accurate and for City business. Before printing and signing approval, the supervisor should:
- a. Determine the employee is authorized C or CP reimbursement.
 - b. Ensure all pertinent information on the Report has been completed. If trip itineraries are required, they should be attached to the Report.
 - c. Determine the mileage claimed is accurate and reasonable as it relates to the employee's work assignments. Any questionable mileage should be discussed with the employee and eliminated from Report if not adequately justified by work requirements.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 11 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

- d. The supervisor should print and sign their name indicating departmental approval. The supervisor should also list a telephone number where they can be contacted.
- 9.5 After all Reports have been approved by designated supervisory personnel, they should be submitted to staff for entry into the City Automated Personnel Payroll System (CAPPS). The Reports should be retained at the department for at least three years and filed by month in alpha order by employee last name.

Forms Involved

AC-1145-Monthly Mileage Report
AC-1145A-Additional Sheet Monthly Mileage Report
AC-1500-Transportation Authorization
Appendices 1-5 – Illustrative Examples

Administering Department

Financial Management

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 12 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

APPENDIX

Illustrative Example 1:

The employee lives at 1111 Raven Court, Lakeside, and the normal workstation is the San Pasqual Plant. The employee is required to report to the Alvarado Filtration Plant for a meeting, then on to the San Pasqual Plant. The distance from Lakeside to Alvarado is 20 miles. The distance from Alvarado to San Pasqual is 30 miles. Another day the employee reports directly to Alvarado and works there all day. On yet another day the employee goes to Alvarado after reporting to San Pasqual Plant.

Date	From	To	Starting Odometer	Ending Odometer	Personal Miles	Reimbursable Miles
1	Home	Alvarado Filtration Plant 5540 Kiowa, LM	17420	17440	0	20
1	Alvarado	San Pasqual Plant 14103 Highland Valley Rd, SD	17440	17470	0	30
3	Home	Alvarado	17500	17520	0	20
3	Alvarado	Home	17520	17540	0	20
5	San Pasqual Plant	Alvarado	17600	17630	0	30
5	Alvarado	Home	17630	17650	0	20

The employee's Home address is listed on the face of the Mileage Report in the space provided.

Explanation: From Home to the Alternate Work Station (Alvarado) is a lesser distance (20 miles) than from the Normal Work Station (San Pasqual) to the Alternate Work Station (30 miles). Therefore, the reimbursable miles are 20.

The distance between the two workstations, 30 miles, is reimbursable.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 13 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

APPENDIX

Illustrative Example 2:

The employee leaves the Parkade to go to the Rose Canyon Operations Station. From Rose Canyon the employee goes directly home (235 Delta St., SD). The employee's normal workstation is the City Administration Building, which is 9 miles from Rose Canyon. The distance from Rose Canyon to the employee's home is 6 miles.

Date	From	To	Starting Odometer	Ending Odometer	Personal Miles	Reimbursable Miles
10	P	Rose	20110	20119	0	9
10	Rose	Home	20119	20125	0	6

P and Rose are standard location abbreviations for the Evan Jones Parkade and Rose Canyon Operations Station, respectively, as printed on the face of the Mileage Report. The employee's Home address is listed on the face of the Mileage Report in the space provided.

Explanation: The distance between the two workstations, 9 miles, is reimbursable.

From the Alternate Work Station (Rose Canyon) to Home is a lesser distance (6 miles) than from the Normal Work Station (City Administration Building) to the Alternate Work Station (9 miles). Therefore, the reimbursable miles are 6.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 14 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

APPENDIX

Illustrative Example 3:

The employee lives at 777 Johnson Ave., El Cajon and the normal workstation is the City Administration Building. The employee is required to report to the Chollas Operations Station before reporting to their normal workstation. The distance between El Cajon and Chollas is 10 miles. The distance from Chollas to the City Administration Building is 8 miles.

Date	From	To	Starting Odometer	Ending Odometer	Personal Miles	Reimbursable Miles
10	Home	Chollas	64380	64390	2	8
10	Chollas	P	64390	64398	0	8

P and Chollas are the standard location abbreviations for the Evan Jones Parkade and the Chollas Operations Station as printed on the face of the Mileage Report. The employee's Home address is listed on the face of the Mileage Report in the space provided.

Explanation: From Home to the Alternate Work Station (Chollas Operations Station) is a greater distance (10 miles) than from the Normal Work Station (City Administration Building) to the Alternate Work Station (8 miles). Therefore, the reimbursable miles are 8 and personal miles are 2.

The distance between the two workstations, 8 miles, is reimbursable.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 15 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

APPENDIX

Illustrative Example 4:

The employee lives at 405 D Ave., Coronado, and the normal workstation is the City Administration Building. The employee is required to attend an after-hours community meeting in Tierrasanta after returning home at the completion of the normal workday. The distance between Coronado and Tierrasanta is 20 miles.

Date	From	To	Starting Odometer	Ending Odometer	Personal Miles	Reimbursable Miles
4	Home	Tierrasanta Town Council, 15137 Tierrasanta Blvd., SD	45679	45699	0	20
4	Tierrasanta Town Council	Home	45699	45719	0	20

The employee's Home address is listed on the face of the Mileage Report in the space provided.

Explanation: From Home to the Community Meeting at the Tierrasanta Town Council (20 miles) and the return trip (20 miles) are reimbursable since the employee had already returned home at the conclusion of the normal work day before going to the after-hours community meeting.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.10	Issue 25	Page 16 of 16
EMPLOYEE TRANSPORTATION AUTHORIZATION	Effective Date January 22, 1999		

APPENDIX

Illustrative Example 5:

The employee leaves the Parkade to go to Environmental Services (9601 Ridgehaven Court, San Diego). From Environmental Services the employee goes directly home (2500 Main Street, El Cajon). The employee's normal workstation is the City Administration Building which is 12 miles from Environmental Services. The distance from Environmental Services to El Cajon, the employee's home, is 15 miles.

Date	From	To	Starting Odometer	Ending Odometer	Personal Miles	Reimbursable Miles
22	P	RHC	72011	72023	0	12
22	RHC	Home	72023	72038	3	12

P and RHC are standard location abbreviations for the Evan Jones Parkade and Ridgehaven Court, respectively, as printed on the face of the Mileage Report. The employee's Home address is listed on the face of the Mileage Report in the space provided.

Explanation: The distance between the two work stations, 12 miles, is reimbursable.

From the Alternate Work Station (Ridgehaven Court) to Home is a greater distance (15 miles) than from the Normal Work Station (City Administration Building) to the Alternate Work Station (12 miles). Therefore, the reimbursable miles are 12, the lesser of the two distances, and personal miles are 3.

Official City Business Only

Date	FROM Location	TO Location	Job Order No. (1)	Odometer Reading (miles)		(Less) Personal Miles	Reim-bursable Miles
	(Address & City - first time use) or abbrev.	(Address & City - first time use) or abbrev.		Start	End		

(1) Use ONLY for those miles which should be charged to other than the pre-established accounting.

Subtotal

Location Abbreviations

(over)

HOME (Address & City) _____

(List Home Residence Address only if Home is a TO or FROM Location)

- 20B Central Operations (20th & B Streets)
- P Evan Jones Parkade
- RHC Ridgehaven Court
- AERO Aero Drive Complex

- ALV Alvarado / Lake Murray
- CL Central Library
- ROSE Rose Canyon Operations

- CHOLLAS
- PALACE
- WTC

- Chollas Operations
- Parking Palace
- World Trade Center

Official City Business Only

Date	FROM Location	TO Location	Job Order No. (1)	Odometer Reading (miles)		(Less) Personal Miles	Reim-bursable Miles
	(Address & City - first time use) or abbrev.	(Address & City - first time use) or abbrev.		Start	End		
Subtotal Forwarded							
Subtotal, this Sheet							
Total from Additional Sheet 1							
Total from Additional Sheet 2							
Total from Additional Sheet 3							
Total Reimbursable Miles							

(1) Use ONLY for those miles which should be charged to other than the pre-established accounting.

Mileage Reimbursement Distribution

Use ONLY for those miles which should be charged to other than the pre-established accounting information.

Miles	Dept	Org	Job Order	Oper Acct

 Total Miles

Reimbursement Calculation

Total Reimbursable

 @ ¢ per mile = Mileage \$

 Days of Driving Parking *

TOTAL DUE \$

* Reduce claim by Parking refund(s)

I hereby certify that this report of mileage traveled on official City business is correct and true and that I have insurance coverage in accordance with Administrative Regulation No. 45.10.

Employee Signature	Social Security No.
--------------------	---------------------

Department Approval

(Print Name)

(Signature)

(Phone No.)

City of San Diego

Employee Name _____ (Print last) _____ (first)

Mileage Report for _____ (month) _____ (year)

Additional Sheet No. _____

Official City Business Only

Date	FROM Location	TO Location	Job Order No. (1)	Odometer Reading (miles)		(Less) Personal Miles	Reim-bursable Miles
	(Address & City - first time use) or abbrev.	(Address & City - first time use) or abbrev.		Start	End		

(1) Use ONLY for those miles which should be charged to other than the pre-established accounting.

Subtotal
(over)

Official City Business Only

Date	FROM Location	TO Location	Job Order No. (1)	Odometer Reading (miles)		(Less) Personal Miles	Reim-bursable Miles
	(Address & City - first time use) or abbrev.	(Address & City - first time use) or abbrev.		Start	End		
Subtotal Forwarded							
Total for Additional Sheet							

(1) Use ONLY for those miles which should be charged to other than the pre-established accounting.