



Legislation Text

File #: 140829., **Version:** 4

Transportation Allowance for Elected Officials (B)

During the March 5, 2015 City Commission meeting, the Commission referred a discussion of the transportation allowance for elected officials to the Legislative and Organizational Policy Committee.

In accordance with current Finance procedures and IRS regulations, City employees may submit local travel mileage reimbursement for using their personal vehicle to conduct City business. This may include attending meetings away from their normal work location, picking up supplies from a vendor, visiting project sites, etc. Each employee requesting reimbursement is required to submit a form to their timekeeper that includes the date, the destination, number of miles driven, and the business purpose. The form should indicate approval from their immediate supervisor. The timekeeper will enter the number of miles x the rate into the time entry system under payroll code DMLG. Reimbursement will be included on the employees' paycheck as a taxable miscellaneous benefit at the IRS rate, currently 57.5 cents per mile. The timekeeper is required to keep the form on file for audit purposes. Commuting from home to work and work to home is not eligible for local travel reimbursement.

Charter Officers and employees whose employment contract includes a vehicle allowance are not eligible for local travel reimbursement.

City Commissioner salaries as specified in Sec 2-66 of the City Code does not currently provide for a vehicle allowance. Addition of a vehicle allowance would require an ordinance change. However, City policies and procedures do apply to City Commissioners. Hence, City Commissioners may also submit reimbursement for local travel. Commissioners should submit a form (sample attached) to Clerk of the Commission staff including date, destination, number of miles and purpose of trip to request mileage reimbursement. Reimbursement will be included on their bi-weekly paycheck, taxable under IRS rules. As with other City employees, commuting to and from home is not eligible.

Committee members took no action on this agenda item at the April 14, 2015 Legislative and Organizational Policy Committee meeting since City Commissioners are currently governed by IRS travel policies.

None

The City Commission: 1) Take no action except to communicate the ability for City Commissioners to request mileage reimbursement for local travel per Finance Department procedures and the Internal Revenue Code; and 2) Remove this agenda item from the Legislative and Organizational Policy Committee's referral list.