

POLICY NAME USE OF PRIVATE VEHICLES

POLICY NUMBER 2.5.11

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/10/18

ACCEPT (Y/N): Y

In the event an employee uses his (her) personal vehicle for official Municipal Ice Complex (MIC) business, the employee shall be entitled to receive reimbursement of the cost as specified by the current Internal Revenue Service rules as mileage charges for business expenses. It is up to the employee to understand that the employee must have a valid driver's license and appropriate insurance coverage. Except for emergencies, the use of personal vehicles for MIC business must be pre-approved by the Senior Facility Manager (SFM) or his designee.

Reimbursement must be pre-approved by the SFM and filed using a Facility Travel Authorization Form (see Policy #2.2.7).