

**LIVINGSTON COUNTY**  
**PRIVATE AUTOMOBILE USE POLICY**

RESOLUTION #202-029

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 2.4.02

It is the policy of the Livingston County Board of Commissioners that County-owned vehicles shall be used only in the conduct of County business. However, the Board recognizes that from time to time it is necessary and appropriate for employees to use their privately owned vehicles during the course of their employment. The following Policy is adopted by the Board of Commissioners to insure uniformity and equity of reimbursement and may be modified, amended or deleted by the Board of Commissioners. This Policy does not apply, however, to Elected Officials.

- ▣ Mileage will be paid at the rate established by the Board of Commissioners to officials and employees who are required to use their privately-owned vehicle while conducting County business. The Board of Commissioners has determined that the reimbursement rate shall be that established by the Federal Internal Revenue Service (IRS) then in effect. No retroactive mileage rates will be given.
- ▣ If any provision of this Policy conflicts with a union contract, the union contract shall prevail for that union employee.
- ▣ When traveling to out-of-county activities involving more than one (1) employee, transportation must be shared whenever possible.
- ▣ All mileage shall be computed from the normal work location to the destination point and return, except in the following situations:
  - Mileage will be computed from the residence to the destination if actual departure is from the residence and if the distance is less than the distance from the work location to the destination.
  - If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.
  - Under no circumstances is mileage allowed between residence and normal work location.
  - Employees who travel directly between their residence and a business destination at the beginning or end of the work shift may be eligible for mileage reimbursement if that distance is greater than their normal commuting distance, which is the distance between their residence and their normally assigned work location. Only the difference is reimbursable.
- ▣ Reimbursement for authorized out-of-state auto travel shall be at the prevailing IRS mileage rate, but in no instance shall the amount of reimbursement be more than the commercial air carrier coach rate.
- ▣ Employees must have a valid Michigan Driver's License and motor vehicle insurance coverage.

This Policy replaces all other existing policies on this matter.

RESOLUTION #202-029

APPROVED: FEBRUARY 4, 2002

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**RESOLUTION**

**NO: 202-019**

**LIVINGSTON COUNTY**

**DATED: February 4, 2002**

**RESOLUTION ADOPTING LIVINGSTON COUNTY PRIVATE AUTOMOBILE USE POLICY - BOARD OF COMMISSIONERS**

- WHEREAS** it is the policy of Livingston County that County-owned vehicles be utilized in the performance of County business; and
- WHEREAS** it is recognized that it may be practical, appropriate and necessary for employees to use their private automobile in the conduct of County business; and
- WHEREAS** it is appropriate to establish rules and standards which determine the manner in which the cost of this usage is fairly reimbursed to the employee; and
- WHEREAS** the Audit Committee of the Board of Commissioners has prepared and recommends the attached *Private Automobile Use Policy*; and
- WHEREAS** the attached *Private Automobile Use Policy* has been accepted as to form by Civil Counsel.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the recommended *Private Automobile Use Policy* to become effective on the date of this Resolution and repeals all other existing policies referencing this matter.

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**MOVED:** COMMISSIONER LA BELLE  
**SUPPORTED:** COMMISSIONER BELSER  
**CARRIED:** 8-0-1 ABSENT

CLERK'S CERTIFICATE  
 STATE OF MICHIGAN County of Livingston  
 I, Margaret M. Dunleavy, Clerk  
 of said County and Clerk of the  
 44th Circuit Court, hereby certify  
 this copy is a true and true  
 record of the original document  
 remaining on file in my office.  
 Dated and sealed: February 5, 2002  
 Margaret M. Dunleavy, County Clerk  
Ann S. Utter, Deputy