

FISCAL ACCOUNTABILITY RULES

RULE 10.7 - USE OF PERSONAL VEHICLES FOR CITY BUSINESS

Purpose

City and County of Denver (City) officers and employees engage in many activities that may require the use of their personal vehicle to conduct City business. The City is committed to protecting the people involved in these activities. This policy is to provide direction for authorized officers and employees that use their personal vehicle to conduct City business.

This rule shall be read in conjunction with the associated [City Business Vehicle Use Procedure](#) to ensure compliance and understanding.

Every officer and employee driving his/her personal vehicle while conducting City business shall also comply with all provisions of:

- [Fiscal Accountability Rule 10.5 – City Business Vehicle Use](#);
- [Fiscal Accountability Rule 10.6 – Take-Home Vehicles and Carpooling](#); and
- [Executive Order 3, Motor Vehicle Program](#).

Some officers and employees may not generally be subject to Executive Orders (XO). Nonetheless, all officers and employees subject to this Fiscal Accountability Rule (FAR) shall comply with all XOs referenced in this FAR irrespective of the general applicability of XOs to those persons.

Rule

1. Officers and employees shall refer to and follow [Fiscal Accountability Rule \(FAR\) 10.5 – City Business Vehicle Use](#). FAR 10.5 is the main rule for every officer and employee who operates a City-owned or leased vehicle, or uses his/her personal vehicle while conducting City business.
2. The City shall reimburse officers and employees using personal vehicles to conduct City business in accordance with the mileage rates adopted by the **U.S. Internal Revenue Service** for the period involved.
 - a. Reimbursement will be limited to automobiles (including trucks) and motorcycles.
 - b. Useage of other motor vehicles including mopeds and scooters, as well as bicycles, shall not be eligible for reimbursement.
3. Mileage claimed for reimbursement during regular working hours shall begin and end at the employee's main or regular place of work. When the employee reports to a location other than their main or regular place of work, his/her mileage will begin at the first stop and end at the last stop where City business is conducted.

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4. Every officer and employee requesting mileage reimbursement shall record the total mileage for official City business and other data each day on the [Bi-Weekly Mileage Summary for Personal Vehicle Usage](#) and submit the form to his/her supervisor and the mileage will be entered into the Kronos Timekeeper System each bi-weekly payroll period.
5. The [Bi-Weekly Mileage Summary for Personal Vehicle Usage](#) shall be maintained by the agency and available for review by the Controller. The Controller's Office may perform an audit as it deems necessary.
6. Filing a fraudulent claim for automobile mileage reimbursement shall be cause for disciplinary action which may include dismissal.

Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.