



Subject/Title

Senior Management Automotive Policy

Date Effective

July 1, 1990

Revision Date Effective

February 1, 2010

Code Number

HR 10

W. Curtis Walter Jr.

City Manager

Human Resources

Responsible Key Business

Policy: Senior Management employees are required to have a personal vehicle available for the performance of their official duties. In lieu of a personal vehicle and based on business necessity, the City Manager may assign a City vehicle to a Senior Management employee.

1. Automobile Stipend

- A. Senior Management employees will receive an automobile stipend for use of their personal vehicle on City business. The stipend is for all in-county driving. Out-of-county trips will be reimbursed at the current rate as recommended by the Business Support Services Key Business Unit and approved by the City Manager. The automobile stipend is considered compensation and/or taxable income subject to all withholdings.
- B. Senior Management employees who do not receive a monthly stipend, but use their personal vehicle for out-of-county business travel, will be reimbursed at the current IRS allowable rate on a per mile basis.

2. Vehicle Criteria

Personal vehicles used in the conduct of City business are a reflection of the City of Charlotte; therefore, vehicles for which the automobile stipend may be granted are subject to the following criteria:

- A. The vehicle must be an appropriate passenger car or Sports Utility Vehicle, capable of transporting four (4) adult passengers comfortably.
- B. The vehicle must have well maintained exterior and interior appearance (no rust, faded paint or torn interior).
- C. Alternative fueled vehicles are encouraged whenever possible and practical.
- D. Exceptions to these criteria will be made on the basis of unique job requirements or Key Business Unit need. Exceptions must be submitted directly to the City Manager's Office for a final decision.

3. Assignment of a City Vehicle

The City Manager may assign a City vehicle to a Senior Management employee when the employee is routinely required to transport equipment which interfaces with the use of his personal vehicle or when equipment must be installed which would require permanently modifying a personal vehicle. Examples of equipment include: multiple radio units, substantial amounts of emergency protective equipment or tools and audio visual/sound system equipment and supplies.

4. Under present tax law, the use of City vehicles to commute to and from work is taxable as income at the vehicle's value. Employees who are assigned vehicles must keep a mileage log and report their commuting mileage periodically as required by the Finance Key Business Unit.

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5. Reimbursement Rates

On an annual basis, the Business Support Services Key Business Unit will prepare and recommend reimbursement rates to the City Manager for approval. The rates become effective at the beginning of the new fiscal year. Mileage rates are reviewed and may be adjusted quarterly.

Procedures:

1. Requests for Automobile Stipend

All new requests for an automobile stipend must be sent to the City Manager's Office for consideration. Requests should include: certificate of liability insurance coverage for the car and any other appropriate information.

2. Reimbursement for Automobile Stipend

A. In-County Usage

Upon receipt of approval documentation from the City Manager, the Finance Key Business Executive will ensure that the appropriate flat rate monthly stipend is paid to the employee.

B. Out-of-County Usage

A Travel Expense Report must be completed, approved, and submitted in order to receive reimbursement. Reimbursement will be on a per mile basis for the out-of-county usage of a personal vehicle on official City business.

3. Request for Assignment of a City Vehicle

All requests for assignment of a City vehicle must be sent to the City Manager's Office for consideration. Requests should include a justification based on the criteria in Policy Paragraph 3 or other criteria, as appropriate.

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**CITY OF CHARLOTTE
INTER-OFFICE COMMUNICATION**

DATE: June 27, 2011
TO: Key Business Executives
Finance Liaison Committee
FROM: Sherry Hite
Financial Services Manager
Finance KBU
SUBJECT: City Mileage Rates

Exhibit I of the City Policy entitled "Use of City and Private Vehicles for City Business" (BSS 2) provides the rates for fees and reimbursement for vehicle usage. The IRS has established new rates effective July 1, 2011. Effective July 1, 2011, the following rates are to be used.

Flat Rate Reimbursement for Private Vehicle Usage: fifty-five and $\frac{1}{2}$ (55.5) cents per mile

Commuting Fee: twenty-three and $\frac{1}{2}$ (23.5) cents per mile

Commuting Trips: \$3.00 per day

Related, the "Executive Team Automobile Policy" (HR 10) reimbursement rate for out-of-county business trips will be fifty-five and $\frac{1}{2}$ (55.5) cents per mile.

Please inform affected employees of these changes. Also, please inform your Departmental Representatives to place this memo behind page 10 of Policy BSS 2 and behind page 3 of Policy HR10 in the Policies and Procedures Handbook.

Thank you.