

Private Vehicle Mileage Reimbursement

1.8.3

PURPOSE

To establish guidelines for mileage reimbursement to employees who have been authorized to use their private vehicle while conducting official City business. These guidelines apply to all City employees and officials and supersede all other directives previously issued pertaining to mileage reimbursement when using personal vehicles.

POLICY

City employees may be authorized to operate personal vehicles within the scope of their employment for official City business when it is determined that it is more cost effective to provide mileage reimbursement compared to the use of a City vehicle.

Employees must meet minimum qualifications as outlined in the Use of City and Personal Vehicles Policy to be authorized to use their personal vehicle to conduct official City business. Refer to the [Use of City and Personal Vehicles Policy](#) for procedures and guidelines on the use of City and personal vehicles. Refer to the [Vehicle Allowance Policy](#) for additional information regarding mileage reimbursement eligibility for employees who receive a vehicle allowance.

Authorized employees will be compensated for the use of their automobiles on City business at the prevailing mileage reimbursement rate for employee business use of private automobiles as established by the City. The City will periodically review the reimbursement rate and will use the Internal Revenue Service (IRS) standard mileage rate as the City's rate. The City's reimbursement rate will be updated as soon as practicable following a change to the IRS standard mileage rate. For miles driven on or after January 4, 2026, the City's mileage reimbursement rate shall be \$.725 per mile. Any changes to this rate will be posted on the Finance Department's Travel web page.

Mileage from the employee's home to the first point of duty, and from the last point of duty to home will **not** be considered as City business, unless the employee's first or last point of duty is outside of City of San José limits. Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.

AUTHORIZATION AND PROCEDURES

Reporting Requirements

1. Employees requesting mileage reimbursement shall submit requests through the Mileage Reimbursement Request workflow in [eWay](#) (PeopleSoft). Once a mileage reimbursement request is approved, the requested mileage will be automatically entered on the employee's electronic timecard. Claims must be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred.
2. Report only travel on authorized City business. If the continuity of a day's travel is interrupted by a personal trip, deduct this trip from the mileage claim.

