

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

<b>General Order</b> <b>MULTI-BUREAU</b>	<b>Date of Issue</b> October 14, 2020	<b>Effective Date</b> October 14, 2020	<b>No.</b> 029-20
<b>SUBJECT: GENERAL ORDER</b>  Mileage Reimbursement		<b>DISTRIBUTION</b>  All Personnel	<b>AMENDS</b>
<b>REFERENCE:</b>			<b>RESCINDS</b> 029-09

**Purpose:** To familiarize members and employees regarding procedures to be followed for the orderly process of claims covered under the current union contracts concerning reimbursement of mileage. The mileage may have been incurred on off duty time or where use of a personal vehicle is authorized for conducting Monroe County Sheriff's Office (MCSO) business while on-duty.

**Policy:** Mileage reimbursement claims will only be authorized when a completed County of Monroe Mileage Claim Voucher is submitted in accordance with this order.

**I. Mileage Reimbursement Eligibility – Alternate Work Location**

- A. Any employee who has prior knowledge that he or she will be traveling to an alternate worksite (including but not limited to a different zone, a different correctional facility, a hospital, the Public Safety Training Center, etc.) prior to the start of a shift and who is not required to travel to the regular work location prior to traveling to the alternate site, shall not be entitled to mileage reimbursement.
- B. Any employee, who has traveled to his or her regular work location and is then required to travel to an alternate location, shall be provided with the opportunity to utilize a MCSO vehicle with supervisory approval.
  - 1. The supervisor shall make every effort to make a vehicle available to the employee;
  - 2. If there is a vehicle available and the employee instead chooses to utilize his or her own vehicle, the employee shall not be entitled to mileage reimbursement;
  - 3. If there is no vehicle available and the employee must utilize his or her own vehicle, the employee shall be entitled to mileage reimbursement.
- C. Under no circumstances shall an employee utilize his or her own personal vehicle for work related travel outside of Monroe County without first obtaining supervisory approval from the rank of Captain or above.
  - 1. Use of personal vehicles for work related travel outside of the county shall be strongly discouraged.
  - 2. The supervisor shall make every effort to have a MCSO vehicle available for the employee to utilize for travel outside of the county.
  - 3. In the event that an employee must utilize his or her personal vehicle for travel outside of the county, he or she shall be entitled to mileage reimbursement.

**II. Documentation**

- A. Mileage reimbursements for travel covered under current contracts (and pursuant to Section I above) shall be dispensed on a monthly basis following completion and submission of the required form listed below:

County of Monroe - Mileage Claim Voucher. (SAP)

- B. Information required on Claim Voucher:

1. Leave Blank. (For Controller's Use Only)
2. Employee's name.
3. Employee's title.
4. Employee's Business Area or (3800) for Sheriff's Office.
5. Leave Blank. (SAP Document No. Number assigned when document is entered in SAP)
6. Date of trip.
7. Starting address. Street address of starting location. If home, list address and label as "home". If normal work station, list name of County building.
8. Destination address. Street address of destination location. If home, list address and label as "home". If normal work station, list name of County building.
9. Miles driven from starting address to destination address.
10. Normal commute. List the number of miles normally driven from your home to your work station or work station to your home. If trip starts from your office, leave this column blank.
11. Net mileage. Subtract your normal commute from total miles driven.
12. Enter amount paid for parking, bus fares and tolls incurred between the starting address and destination address. (Attach receipts to voucher)
13. Total mileage.
14. Enter current mileage reimbursement rate.
15. Multiply total miles by rate per mile and enter results.
16. Add all parking/bus fare expenses.
17. Add amounts from line (15) & (16).

Note: Blocks numbered (18- 31) are to be completed by Sheriff's Budget Personnel Office.

32. Employee's signature.
33. Employee's supervisor signs here.
34. Business area head or designee signs here.

**III. Employee's Responsibilities**

- A. Complete Mileage Claim Voucher with all applicable information.
- B. Provide proper receipts and attach to Mileage Claim Voucher.
- C. Submit completed Mileage Claim Voucher to their immediate supervisor for review and approval.

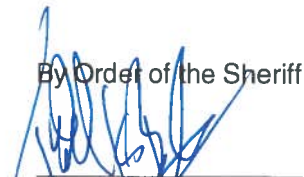
Note: If amount of mileage reimbursement does not exceed \$25.00, paperwork shall be held and carried over to the next month until payment exceeds \$25.00. Vouchers should not be held over (2) months.

- D. If total mileage reimbursement will not exceed \$25.00, employee will have voucher verified and signed by a supervisor and immediately delivered to Sheriff's Budget Office for a petty cash disbursement.

**IV. Supervisor Responsibilities**

- A. Supervisors must review each set of mileage reimbursement forms submitted and verify all court appearances, investigations or other transactions for which reimbursement is requested.
- B. Supervisors must forward all claim vouchers to the Sheriff's Budget Office after reviewed and signed.
- C. For audit purposes, supervisors shall also maintain a file containing copies of all transactions relating to mileage reimbursement.
- D. Failure to prepare and submit the required forms in a timely manner will result in delayed reimbursement.

By Order of the Sheriff,



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Todd K. Baxter

\* Indicates significant change to this order.