

Procedure 509-2 – Car Allowances

This procedure establishes the rules for providing, reviewing, and modifying car allowances paid by the County.

All car allowances must be authorized by statute, by action of the Board of County Commissioners, or, when there is a demonstrated business need, by the County Manager.

Demonstrated Business Need for Take-Home Vehicle

Except where authorized by statute or Board action, the County Manager is responsible for determining whether a sufficient business need has been demonstrated that warrants the payment of a car allowance.

The amount of the car allowance, if any, will be based on business need and/or purpose. Criteria to be considered in evaluating business need and/or purpose include:

- The nature of the position and the duties which require the employee or official to be mobile.
- The actual or anticipated frequency of use and mileage for that usage.
- The expense costs and established reimbursement rates.
- The extent to which the official's position involves duties and obligations beyond the normal work hours and location.
- The importance to the County for the official to be available and mobile throughout the county.
- The extent to which the automobile or a back-up must be available for the official.
- Whether the allowance is a factor in the compensation for the position.
- Any comparable market factors applicable to the position or similar positions.

Department/agency/office leaders must submit their request for a car allowance, along with documentation to support the need and amount of the allowance, to the Department of Financial Management & Administration for review. The request must explain why a car allowance is more appropriate than mileage reimbursement or use of a County vehicle. The Department of Financial Management & Administration will make a recommendation to the County Manager.

Annual Review

The County Manager will review all car allowances as a part of the budget preparation and will submit to the Board for its review information on the car allowances and any recommendation for modifications and will include the car allowance payments within the budget for Board approval.

Mileage Reimbursement

When a car allowance is approved, the County official or employee will not be eligible for reimbursement of mileage or other automobile expenses under the financial policies of the County.

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