

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Program/Area: Policies
Subject: Mileage Reimbursement

Number: F 12
Revision Date: 05/29/24

Approved: Signature on file

POLICY

Personnel and Salary Resolution Or Applicable Employee Memorandum of Understanding

The County Business Travel and Meeting Policy Resolution No. 16-010 and applicable Memoranda of Understanding (MOU) establish mileage reimbursement rates for privately owned passenger vehicles. The mileage allowance is intended to cover all costs to operate the automobile including, but not limited to, maintenance, repairs, insurance, tires, electric vehicles charging, and gas.

Form to be used is County of Orange, "Mileage & Other Expenses Claim", which should be submitted online Attachment A, traveler must submit a mileage report through OC Meter: www.concursolutions.com.