

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**POLICY 4060: Vehicle Cost Reimbursement**

**4060.10** When an employee is authorized to use their personal vehicle in the performance of Carmichael Water District (District) work, they will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service (IRS) Guidelines in effect at the time of said usage. The employee must follow District expense reporting procedures to request reimbursement.

**4060.20** Employees using a personal vehicle in the performance of District work must maintain adequate vehicle insurance. The IRS mileage reimbursement rate includes reimbursement for the costs of maintaining such insurance. Employees must not use a personal vehicle in the performance of District work if they no longer maintain adequate vehicle insurance.

**4060.30** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

**4060.40** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.

Resolution 08202018-1, August 20, 2018