

**EXECUTIVE ORDER NO. S-40-18
AMENDED**

**POLICY ON REIMBURSEMENT FOR THE USE OF
PRIVATELY-OWNED VEHICLES IN THE PERFORMANCE OF
OFFICIAL DUTIES FOR THE CITY OF OMAHA**

PURPOSE:

The purpose of this order is to establish a single policy for reimbursement for the use of privately-owned vehicles in the performance of official duties.

POLICY AND PROCEDURES:

A. **Background:**

While there is no requirement to reimburse employees for the use of their privately-owned vehicles in the performance of their official duties, it has been a long-standing practice and is recognized as being a fair practice. City Ordinance No. 34165, adopted in April, 1997, amended Section 10-245(b) of the Omaha Municipal Code, pertaining to travel for official City business, provides for all mileage rates to be established by executive order. Mileage reimbursement procedures include:

1. Rules and forms developed by the Finance Department and approved by the City Law Department– the current version is entitled Mileage Reimbursement Policy and Form.
2. Rules and forms developed by the Planning Department and approved by the Finance and City Law Departments.
3. Flat rate in lieu of mileage for key employees. (S-10-13 Attachment A).

B. **Rate of Reimbursement:**

The rate of reimbursement shall be equal to the amount allowed by the Nebraska Local Government Miscellaneous Expenditure Act and set by the Nebraska Department of Administrative Services, not to exceed 1,000 reimbursable miles each month unless accompanied by a narrative explanation by the department/agency director on each occurrence for travel within the jurisdictional limits of the City of Omaha.

C. **Payment in-Lieu-of Mileage Claims:**

The Mayor may designate certain key employees for payment in-lieu-of mileage claims for the sporadic use of their vehicles on office business in Attachment A to this Order. A payment in lieu of

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mileage shall not exceed \$50.00 per person per month. The two-tiered "in-lieu-of" system is based on perceived use. In-lieu-of mileage payments are intended to cover any business use in and around the metropolitan Omaha area. Business use substantially beyond these boundaries is eligible for regular mileage claims. Employees designated for the "in-lieu-of" system who believe the perceived use category in which they are assigned is insufficient to cover their actual use should opt for the claim system by notifying the Chief of Staff of their decision by the last day of any given month.

OVERSIGHT:

The Finance Department is delegated oversight responsibility over the administration of this executive order and will confirm the mileage reimbursement rate set by the Internal Revenue Service each year.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE POLICY ON REIMBURSEMENT FOR THE USE OF PRIVATELY-OWNED VEHICLES IN THE PERFORMANCE OF OFFICIAL DUTIES FOR THE CITY OF OMAHA.

WITNESS my hand as Mayor of the City of Omaha this 1 day of October 2018.



Jean Stothert, Mayor
City of Omaha