

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

**Subject:** Mileage Reimbursement

**Number:** F 12

**Approved:** Signature on file

**Date:** 1/9/2020

**POLICY**

- A. Personnel and Salary Resolution Or Applicable Employee Memorandum of Understanding
  - 1. 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, and gas.
- B. Form to be used is County of Orange, "Mileage & Parking Expenses Claim", which should be submitted online.