

SPACE COAST TPO PROCEDURE

Procedure: PR-14-06

Title: Vehicle Allowance

Approval Signature:



TPO Executive Director

Approved: 6-27-2006

Revised: 2-1-2018

PURPOSE

To establish guidance for a monthly vehicle allowance under the requirements of s. 112.061(7)(f), F.S. for positions established within the Space Coast TPO's Pay and Classification Plan that in the course of carrying out job responsibilities consistently incur high travel costs due to the nature of the job.

Employee's who fill positions that are deemed eligible by the TPO Executive Director to receive a vehicle stipend in lieu of completing monthly travel reimbursement expense reports for mileage reimbursements will receive a monthly vehicle allowance. The vehicle allowance for each authorized employee, will be reviewed on an annual basis to ensure it remains equitable to the SCTPO and the employee.

A. Authorized Users

The Executive Director shall review any request for a monthly vehicle allowance and determine if the employee's level of use of their personal vehicle in performing the duties and responsibilities of their position justifies receiving a monthly vehicle allowance in lieu of mileage reimbursement.

An employee must have at least six (6) months of incurred travel expenses before a request can be made for a vehicle allowance. The monthly allowance will be calculated based upon the average monthly expenses for the six months and will be re-evaluated upon a full twelve (12) months of records. Thereafter, the vehicle allowance will be re-evaluated on an annual basis.

B. Establishment of Vehicle Allowance

- a. The established monthly allowance shall be reasonable, taking into account the customary use of the automobile, the roads customarily traveled, and any specific vehicle customization required to perform job duties, such as the need to tow trailers or to have adequate cargo space to transport materials.

- b. Monthly allowances shall be developed to cover the costs of fuel, maintenance of vehicle and cost to carry a business use insurance policy that is appropriate for in-county Class C Travel. Direct costs, such as parking and tolls, may still be reimbursed through submittal of a travel reimbursement form according to Policy PLC-4, Travel.
- c. Each employee receiving a monthly vehicle allowance is required to track mileage throughout the year. This will provide budget accountability and tracking for potential adjustments in the allowance from year to year.
- d. Each employee is required to provide a list and copy of invoices for any maintenance expenses incurred throughout the year.
- e. Employee must have and maintain a current un-restricted Florida Driver's license at all times.
- f. Employee must carry proof of proper insurance coverage at all times.

C. Application of Procedure

- a. This procedure for a monthly vehicle allowance is only applicable to Class C travel within the geographic boundaries of Brevard County, Florida.
- b. All Class C travel conducted outside of Brevard County, Florida shall remain eligible for reimbursement in accordance with Policy PLC-4, Travel.
- c. All Class A and B travel costs are not included as part of this procedure and must adhere to the policy and procedure as included under Policy PLC-4, Travel.
- d. This allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter per F.S. 112.061(7)(f).