



City of Riverside
Administrative Manual

Effective Date: 02/2015
Review Date: 02/2018
Prepared by: City Mgr/Finance

Approved: *[Signature]*

Department

City Manager

SUBJECT:

Automobile Allowance

PURPOSE:

To establish a policy to define what is covered by the monthly automobile allowance paid to selected City personnel and elected officials.

POLICY:

The City provides a monthly automobile allowance for key City personnel and elected officials, such as the City Manager, Assistant City Managers, Department Heads, City Council and Mayor.

All approved business trips to locations in Riverside, San Bernardino, Los Angeles, Orange and San Diego Counties will be considered to be covered by the monthly automobile allowance. Business trips in private vehicles to locations outside of the above referenced areas will be reimbursed in accordance with the approved City rate for mileage reimbursement.