

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** MILEAGE CLAIMS

**POLICY NO.** 581

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**PURPOSE::** To outline the certification and claiming process for mileage permittees.

**POLICY::** The Department shall certify qualified employees who drive on official County business as mileage permittees (includes one-time mileage permittees). Each certified employee shall be paid, in addition to his salary, the per mile rates established by the Board of Supervisors for actual miles driven on County business in a privately-owned vehicle.

Mileage claims shall be submitted on approved forms to the Auditor-Controller's Accounting Division. Each claim shall not exceed one year from the date of the reporting month.

**AUTHORITY::** Los Angeles County Administrative Code  
Los Angeles County Fiscal Manual

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**EFFECTIVE DATE:** Mar 01, 1988

**SUPERCEDES:**

**APPROVED:** Signature on File

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