
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 01.06.01.00

SUBJECT: AUTOMOBILE ALLOWANCE FOR COUNTY COMMISSIONERS

EFFECTIVE DATE: JULY 31, 1985

SUPERSEDES:

Purpose:

To provide for payment of automobile allowances to members of the Board of County Commissioners for using privately owned vehicles on official business within Hillsborough County.

Policy:

The Board of county Commissioners approves and adopts the following provisions in accordance with the Hillsborough County Charter (Ordinance 83-9) and Sections 112.06, Florida Statutes in establishing claims for reimbursement for mileage traveled and travel expenses on official county business.

1. Commissioners may maintain a monthly Travel Log (Form HC-I and AS 104) to record mileage and all travel expenses as travel is performed to be filed for reimbursement monthly with the Accounting Division, Clerk of the Circuit Court.
2. Commissioners may elect to receive a monthly auto allowance in lieu of filing a monthly Travel Log. Monthly auto allowances will be established based upon signed statements of the Commissioners to include places and distances customarily traveled and other expenses incidental to the operations, maintenance and ownership of the vehicle. Allowances may be changed only at time of annual review by filing a signed statement prior to payment of the allowance. Statements must be filed at least annually.
3. Commissioners may elect either provision, Number 1, mileage for reimbursement for automobile expenses and mileage traveled, or Number 2, payment of a monthly automobile allowance. Commissioners may elect not to receive reimbursement for mileage and travel expenses or a monthly auto allowance at their discretion.

Responsibilities:

It is the responsibility of members of the Board of County Commissioners to specify to the County Administrator their election to receive reimbursement for mileage traveled and automobile expenses filed monthly or to receive payment of a monthly automobile allowance. It is the responsibility of the County Administrator and staff to assist the Board of County Commissioners in filing statements and documents for reimbursement or for payment of a monthly automobile allowance.

Approved By: Board of County Commissioners
Approval Date: July 31, 1985