

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Personal Vehicle Use and Cost Reimbursement
POLICY NUMBER: 3100

3100.1 When an employee is authorized to use his/her personal vehicle in the performance of Library District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage. Authorization for personal vehicle use is made by the District Librarian and shall be in writing.

3100.2 Proof of adequate insurance coverage for collision, personal injury, and property damage will be required by the Library District of any employee using a personal vehicle in the performance of Library District work.

Adopted 02/27/2006