

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Vehicle Cost Reimbursement  
**POLICY NUMBER:** 2100  
**ADOPTED:** November 25, 2002  
**REVIEWED:** 09/26/13, 06/21/16, 01/13/21, 11-9-23  
**AMENDED:**

**2100.10** Employees authorized to use their personal vehicle in the performance of District work, shall be reimbursed for the cost of 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.

**2100.20** Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.

**2100.30** Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of District duty.

**2100.40** Proof of adequate insurance covering collision, personal injury and property damage shall be required by the District for any employee using a personal vehicle in the performance of District work.