



City of Cambridge

Purchasing Department

Cynthia H. Griffin

Purchasing Agent

MEMORANDUM

TO: All Department Heads and Purchasing Personnel

FROM: Cynthia H. Griffin, Purchasing Agent

RE: Increase in reimbursement rate for use of personal vehicles by non-union personnel

DATE: October 17, 2007

Effective October 17, 2007 the City Manager has approved an increase in the reimbursement rate for use of personal vehicles by non-union personnel. The new rate is \$.47 per mile. The following is a reminder of the procedures the Purchasing Department uses when reviewing requisitions for mileage reimbursement when an employee uses his/her own car for work related travel.

Employees are reimbursed **forty-seven cents (\$.47)** a mile. Travel is calculated from City Hall. Purchasing uses a book, the *Milo Mileage Guide*, to determine the number of miles between Cambridge City Hall and the employee's destination within Massachusetts. It is recognized that there are a variety of routes to any one destination; some may be longer but take less time, some may be due to personal preference. In the interests of standardizing this type of reimbursement, the Purchasing Department will use the *Milo Mileage Guide* regardless of the route taken by the employee.

Departments submitting reimbursement requests for mileage have the following options:

- Submit a requisition with their estimate of the mileage and Purchasing will verify the actual mileage using the *Milo Mileage Guide*.
- Purchase a copy of the *Milo Mileage Guide*, available from The New England Motor Rate Bureau, 128 Wheeler Road, Burlington Mass. 781-272-7540.

Travel outside Massachusetts will be calculated using AAA standard. The start point will be Cambridge.

Exceptions to the above:

If an employee drives to his/her destination directly from home (on a work day) and lives *closer* to the destination than City Hall, mileage will be calculated from the employee's home. This information should be indicated on the requisition for reimbursement.

For employees who have work related travel on *non-work days* (for instance a conference on a Saturday), mileage will be calculated from their home.

Please call me if you have any questions on this issue.

