



Text File

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Committee: Committee on Finance and Law

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Ordinance amending the Pittsburgh Code, Title One: Administrative, Article XI - Personnel, Chapter 181 General Provisions, by supplementing Section 181.06, "Allowance for Use of Private Vehicles" with new language.

Be it resolved that the Council of the City of Pittsburgh hereby enacts as follows:

Section 1. The Pittsburgh Code, Title One: Administrative, Article XI - Personnel, is hereby amended by adding new language to Chapter 181, Section 181.06 as follows:

§ 181.06 ALLOWANCE FOR USE OF PRIVATE VEHICLES.

City employees and elected officials, [with the exception of elected officials,] who are required by duties to travel in his or her own vehicle within the city, except to and/or from his or her place of residence, or outside the city and who are authorized to do so by the head of his department or by Council, are eligible for monthly mileage reimbursements subject to the following provisions:

1. The mileage reimbursement rate shall be indexed to the current IRS rate and printed on the Mileage Reimbursement Form but in no event shall monthly mileage in excess of seven hundred fifty (750) miles be reimbursed.
2. Mileage Reimbursement Forms shall be available in the Finance Department. The Mileage Reimbursement Form, which shall document date, destination, purpose for the trip and miles driven, is completed by the employee and submitted to the appropriate Departmental Director member for approval.
3. The approved Mileage Reimbursement Form must be submitted to the Finance Department by the third Wednesday of the month in order to receive payment within the same month.
4. Mileage reimbursement shall be paid once a month.
5. Mileage for elected officials shall be capped at no more than Three Hundred (300) miles per month.

Section 2. This ordinance shall take effect on the first day of the first full month following passage and shall provide for retroactive reimbursement accumulated since March 2008.