

	Vehicle Allowance <i>Adopted on: 12/03/2015</i>
Last Revision Date: 02/21/2024	Policy No. 4.2006
Last Enabling Resolution: 035-2024	Developer/Reviewer: Human Resources

1. Purpose

The purpose of this policy is to designate who may be authorized to receive a vehicle allowance and to set forth requirements for the administration of vehicle allowances.

2. Scope

This policy applies to all Sedgwick County employees.

3. Policy Statement

Division/Department Directors and Elected/Appointed Officials who are routinely required to drive their personal vehicles as a part of their job responsibilities may be granted a vehicle allowance.

4. Definitions

- A. **Vehicle allowance** – Financial compensation for routinely driving a personal vehicle on County business.

5. Eligibility

- A. The following positions are entitled to vehicle allowances subject to meeting the requirements and conditions listed in this policy.
 - 1. County Commissioners
 - 2. District Attorney
 - 3. Register of Deeds
 - 4. County Clerk
 - 5. County Sheriff
 - 6. County Treasurer
 - 7. The Election Commissioner shall be entitled to a vehicle allowance in accordance with this policy and pursuant to K.S.A. 19-3419a.
 - 8. County Manager
 - a. The County Manager has the authority to authorize additional positions to receive a vehicle allowance.

6. Procedures

- A. Car allowances will be administered in full compliance with Internal Revenue Service regulations.

- B. Vehicle allowances will be set at the amount of no more than \$184.62 per pay period and will be paid on the employee's payroll check.
- C. Vehicle allowances are subject to state and federal income tax.
- D. Receipt of a vehicle allowance does not constitute an increase in rate of pay and will not be included as base compensation for future raises or salary adjustments.
- E. Any vehicle allowance authorized by this policy will be subject to the County's travel and mileage reimbursement policies.
- F. Employees with a vehicle allowance may claim mileage for a trip to a destination more than 100 miles from Sedgwick County. The first 100 miles going/returning will not be reimbursed. See policy 2.113 Mileage Reimbursement.
- G. No employee will be paid a vehicle allowance if the employee does not possess a valid driver's license.
- H. Employees assigned a County vehicle will not be eligible to receive a vehicle allowance.
- I. The County Manager will notify the Board of County Commissioners within twenty-four (24) hours of authorizing additional position(s) to receive a vehicle allowance.