

# FOR YOUR INFORMATION

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Issue 17-10 Date: 03/08/17

## REMINDER OF IMPORTANT MILEAGE CLAIM PROCEDURAL REQUIREMENTS RE: FALSIFYING MILEAGE CLAIMS, SUBMITTING TIMELY MILEAGE CLAIMS, CLAIMING MILEAGE ONLY FOR DAYS ACTUALLY WORKED, REVIEWING, APPROVING AND SUBMITTING MILEAGE CLAIMS

This update cancels FYI 12-23 (dated 05/04/12) and is to remind staff of the following critical mileage related requirements cited in the Department's Management Directive # 11-01, Mileage Claim Procedures:

- **Only departmental Mileage Permittees are allowed to drive on County business.**
- Falsification of the mileage claim is grounds for disciplinary action, including discharge. The permittee shall be required to make full restitution of any overpayment resulting from clerical processing errors or claiming discrepancies.
- The submission of accurate mileage claims is the primary responsibility of the permittee. It is important that mileage claims be submitted timely and within the 90 day time frame. Employees are required to complete their mileage claims using the Mileage Claim System found on LA Kids.
- All employees are to claim mileage only for actual days worked.
- Approvers of mileage claims are required to:
  - a) Review claims for accuracy and completeness prior to signing/approving. Note: This includes comparing the mileage claim to the approved timesheet for the same period to ensure that mileage is claimed only for days worked.
  - b) Ensure the headquarters and home addresses are correct.
  - c) Forward the original approved Mileage Claim to:

Department of Children and Family Services  
Fiscal Operations Division - Accounting Services Section  
Attention: Mileage Unit Staff  
425 Shatto Place, Room 304  
Los Angeles, CA 90020

Reference: [Management Directive # 11-01 \(Rev\), Mileage Claim Procedures.](#)

Thank you for your cooperation.



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)