

<p align="center"><b>GUAM POWER AUTHORITY</b> Standard Operating Procedure</p>	<p>* No.: SOP-056</p> <p>Prepared By: <i>[Signature]</i> DOREEN T. CRISOSTOMO Comptroller</p>
<p>Title: MILEAGE ALLOWANCE FOR LOCAL TRAVEL</p>	<p>Approved By: <i>[Signature]</i> JOSEPH B. LEON GUERRERO General Manager (A)</p>
<p>Effective Date: <i>1/1/03</i></p>	<p>Supersedes No. <i>SP-056 eff. 8/19/91</i></p>
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## 1.0 GENERAL

All persons using privately owned four wheeled passenger motor vehicle when engaged on official business shall be reimbursed based on actual miles driven and applicable rate per mile determined under existing Public Law 21-14.

## 2.0 PURPOSE

The purpose of these Rules are to provide standard policies for reimbursing employees, management, board members and other authorized parties of the Authority for use of privately owned four wheeled passenger motor vehicle to fulfill a real and legitimate business of the Authority.

## 3.0 MILEAGE ALLOWANCE

3.1 Section 19(b) of P.L. 21-14 repeals and reenacts Section 23105 of Title 5 Guam Code Annotated to read: "Persons authorized to travel at government expense shall, in accordance with regulations and whenever such mode of transportation is authorized as approved as more advantageous to the Authority, be paid in lieu of transportation not to exceed **\$.60 per mile** for the use of privately owned four wheeled passenger motor vehicles, when engaged on official business."

## 4.0 TOTAL MILES DETERMINATION

4.1 Miles subject to reimbursement shall be the total number of miles driven necessary to fulfill a real and legitimate business of the Authority. In the absence of actual mileage distance will be calculated following the Territory Highway System official Table of Distance (Exhibit 1).

**5.0 REQUIREMENTS/DOCUMENTS**

- 5.1 Employees, management, and other authorized parties of the Authority must submit a vehicle Daily Trip Ticket (Exhibit 2) when requesting mileage reimbursement for use of personal vehicle. It should be indicated on the Daily Trip Ticket the specific purpose of the trip that necessitates the use of personal vehicle. The Department Manager approves the employee's Trip Ticket.
- 5.2 Prior to using a privately-owned or personal vehicle to perform an official task, it must be authorized by the Employee's Supervisor or Division Manager to be able to claim mileage reimbursement.

**DISTRIBUTION A, B, C**

CODES: \* REVISED # ADDED