



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT MILEAGE	POLICY NO. 615.01	EFFECTIVE DATE 10/01/1996	PAGE 1 of 1
APPROVED BY: Original signed by: ARETA CROWELL Director	SUPERSEDES 107.2 10/01/1996	ORIGINAL ISSUE DATE 10/01/1996	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide Department of Mental Health (DMH) guidelines to assure that mileage claims are documented and processed in compliance with County Fiscal Policy.

POLICY

- 2.1 The DMH will maintain, in the Controller’s Manual, detailed mileage procedures. These procedures shall be consistent with the requirements prescribed by the County Fiscal Policy.
- 2.2 Mileage claims will be processed only for mileage permittees who maintain current permittee certification on file. Processing of payment by the Accounting Division will be consistent with Auditor-Controller requirements.

AUTHORITY

Los Angeles County Fiscal Manual
Los Angeles County Auditor-Controller Directives