



# DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

<b>SUBJECT</b> <b>MILEAGE</b>	<b>POLICY NO.</b> <b>107.2</b>	<b>EFFECTIVE DATE</b> <b>10/01/96</b>	<b>PAGE</b> <b>1 of 1</b>
<b>APPROVED BY:</b> <b>Original signed by:</b> <b>ARETA CROWELL</b> <div style="text-align: right;">Director</div>	<b>SUPERSEDES</b>  <b>N/A</b>	<b>ORIGINAL ISSUE DATE</b> <b>10/01/96</b>	<b>DISTRIBUTION LEVEL(S)</b> <b>1</b>

## 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.