

City of Los Angeles Personnel Department
Employee Benefits Division
Commuter Options & Parking Section
City Hall, Suite 867, Mail Stop 621
200 North Spring Street, Los Angeles, CA 90012

Fill in and print out this form. Submit this form with original signatures.



DATE: _____

TO: Employee Parking Coordinator
Commuter Options and Parking Section
Employee Benefits Division/Personnel Department

FROM: Departmental Personnel Officer: _____
(Please print name)

Department: _____

SUBJECT: **MILEAGE PARKING PERMIT JUSTIFICATION**

Name of Employee: _____ Employee ID # _____

_____ As the Departmental Personnel Officer, I verify that the above-named employee meets the requirement of driving his/her personal vehicle a minimum of 200 miles per month on the City's behalf.

_____ The employee does not meet the minimum requirement of driving 200 miles per month on the City's behalf. However, our department **requires** that the employee use his/her personal vehicle in the performance of his/her daily duties **and** finds it not feasible to utilize the City's fleet vehicles or shuttle buses for the following reasons:

*Departmental Personnel Officer Signature: _____

Immediate Supervisor of Employee: _____
(Please print name)

Class Title of Immediate Supervisor: _____

Signature of Immediate Supervisor: _____

Date: _____

*To be signed only by the Departmental Personnel Officer or higher.

For Office Use Only	
YTD Miles:	_____
CO&P Staff Initial:	_____