



employee relations **BULLETIN**

July 2, 2025

**To: Heads of All Departments (excluding DWP)
Departmental Personnel Officers**

**Subject: AUTOMOBILE ALLOWANCE – GENERAL MANAGERS AND ELECTED
OFFICIALS**

[Los Angeles Administrative Code \(LAAC\) Section 4.236](#) provides that a general manager or an elected official who elects to use their own vehicle on a regular basis in the performance of their duties, in lieu of being issued an assigned City vehicle, shall receive an allowance of \$500.00 per month, subject to the insurance requirements outlined in [LAAC Section 4.232](#). Evidence of insurance shall be submitted to the Controller prior to initial receipt of the allowance and upon each renewal of the insurance policy. General managers and elected officials who receive an allowance in accordance with this section shall not be subject to mileage reimbursements or use regulations provided under LAAC Sections 4.230 – 4.231 and Sections 4.233 - 4.235, nor are they eligible for any vanpool, carpool, or public transportation subsidies or reimbursements provided in accordance with the City's [COMMUTEwell Program](#).

In addition to general managers and elected officials, Section 1.1 of the Office of Public Accountability's Departmental Personnel Ordinance provides authority for the Executive Director - Office of Public Accountability (Class Code 0748) to receive an automobile allowance.

Automobile allowance requests must be submitted by the automobile allowance recipient or their designated department contact using the electronic [Automobile Allowance Request Form](#), located under the City Administrative Officer section of the City Forms link on the City's InsideLA page or using the link below.

Automobile Allowance Request Form: <https://sites.google.com/lacity.gov/cityforms?pli=1>.

Please direct questions regarding the Automobile Allowance process to the Employee Relations Division at cao.erd@lacity.org.