

**1 MAY 2003**



**Financial Management**

**TRAVEL ENTITLEMENTS, CORPORATE  
LIMITS, AND COMMUTING DISTANCE OF  
WESTOVER ARB MA**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes 439 AWI 65-101, 15 October 2002

Pages: 4  
Distribution: F

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This instruction implements AFDPO 65-1, Management of Financial Resources. It establishes procedures and duties governing allowances payable to all reservists who perform active or inactive duty for training assigned or attached to Westover ARB. This instruction applies to all members assigned to Westover ARB.

**SUMMARY OF REVISIONS**

This revision deletes Attachment 1, Commuting Areas- Massachusetts, and Attachment 2, Commuting Areas – Connecticut. It also deletes information pertaining to Attachments 1 and 2 (paragraphs 2.1. and 3); and has also been updated to clarify the procedures for processing exceptions to the commuting area (paragraph 2.2.). A bar ( | ) indicates revisions from the previous edition.

**1. Corporate Limits.** Westover ARB has been determined to be within corporate limits of Chicopee (includes Aldenville, Chicopee, Chicopee Falls, Fairview and Willimansett), Ludlow, and Granby MA. A member of the reserve components traveling from any of the above localities are not entitled to per diem or transportation expenses.

**2. Commuting Distance.** Commuting distance from any area outside the corporate limits of this installation is determined as the greatest distance a member could be expected to travel daily between home of record and permanent duty station (PDS), and the nature of duty involved does not prevent an individual from so commuting. The installation commander has determined that cities and towns located within a one way driving time of 60 minutes or less are considered to be within the commuting area of Westover ARB.

2.1. In accordance with Joint Federal Travel Regulations (JFTR) Vol. I, Change 145 (effective 1 January 1999), the use of the Defense Table of Official Distances (DTOD) became mandatory for com-

puting official travel payments. The determination of whether or not a particular city or town lies within the commuting area will be made using DTOD as the official source for driving time and mileage determinations (utilizing the practical routing method). Although actual driving times may vary, the driving time calculated by DTOD will be used in the official determination of commuting status which is 60 minutes or less.

2.2. Exceptions to the commuting area will be based on emergencies, adverse weather conditions, military necessity, or actual driving times versus DTOD determinations. Exceptions must be submitted in writing through unit orderly rooms to the comptroller through the applicable group commander for approval by the installation commander. When exceptions are approved, the finance office will update the applicable commute tables and provide proper advance notification to wing members.

2.3. When the nature of duty involves remaining over night on the installation and government quarters or meals are not available, reservists who commute daily receive a statement from their commander prior to duty and are entitled to actual expense allowances as outlined in JFTR Vol. I, paragraph U7150 (Travel of Members of Reserve Components), and computed in accordance with paragraph U4510 (Reimbursement for Occasional Meals and Quarters).

**3. Mileage.** Members entitled to mileage will be reimbursed for privately owned conveyance mileage allowances for the first and last days of active duty tours at the rates prescribed in JFTR Vol. I, Appendix A.

**4. Per Diem.** Members of the reserve component called to active duty for less than 20 weeks, living outside corporate limits and commuting distance of this installation, are entitled to per diem at the same rates and subject to the same provisions and deductions as provided for temporary duty in JTR Vol I, Chapter 4, *Temporary Duty Travel*.

**5. Annual Active Duty for Training.** All reserve personnel, with the exception of those reservists living within the corporate limits, performing annual tour status at this duty station are entitled to mileage allowances on the first and last days of the tour when both government quarters and mess are available. Members in a will not commute status or members occupying government quarters due to the nature of duty may claim and be reimbursed for lodging costs.

**6. Annual Tour Status.** A member of the reserve component, while on an annual tour status with a further temporary duty (TDY) assignment, is not entitled to per diem or residual per diem allowance for the period of TDY when both government quarters and mess are available. However, members may claim and be reimbursed for lodging costs incurred.

**7. Inactive Duty for Training.** A reserve member, while on inactive duty status, is not entitled to transportation allowances for training at the training duty station, drill site, city/town where the assigned unit is located, or in the local area of assigned unit or home. If a member is directed to travel from home of record/assigned unit to a TDY station, the member is entitled to TDY allowances as prescribed in JFTR Vol. I Chapter 4.

**8. Nonavailability Statement of Government Quarters/Mess.** In accordance with JD 95015, military and civilian travelers will no longer receive a nonavailability statement for government quarters/mess for travel. The following are procedures for documenting nonavailability of government quarters/mess.

8.1. Government Quarters. A military member on official travel will use adequate available government quarters. Government quarters are defined as on base billets or government contracted off base quarters.

8.1.1. Government quarters are considered not available under the following circumstances:

8.1.1.1. TDY or temporary additional duty (TAD) or delay to other than an U.S. installation.

8.1.1.2. The authorizing official determines use of government quarters would adversely affect mission performance.

8.1.2. In all other situations, the availability of government quarters will be checked and documented. The duration of TDY, TAD, or delay does not eliminate the requirement for travelers to contact billeting offices to determine availability of adequate government quarters. **NOTE:** If the TDY, TAD, or delay is less than 24 hours, the traveler is not required to use government quarters. However, when commercial quarters are used, the military member on TDY will not be reimbursed a lodging expense without preparing 439 AW Form 21, **Nonavailability Statement of Government Quarters/Mess.**

8.1.3. If government quarters are not available, 439 AW Form 21 will be used to document the nonavailability (base, confirmation number or name and telephone number of billeting personnel contacted, dates of nonavailability, reason for nonavailability of government quarters, and the signature of the orders authorizing official or aircraft commander (aircrew only)). 439 AW Form 21 is required for reimbursement of a commercial lodging expense. 439 AW Form 21 is not used in lieu of a contract call slip when travelers occupy government contracted quarters. When contract quarters are obtained on a reimbursable basis, the contract call slip and the lodging receipt will be submitted for payment.

8.1.4. A civilian employee may not be required to use government quarters. However, when commercial quarters are used, an employee performing TDY will not be reimbursed a lodging expense without preparing 439 AW Form 21.

8.2. Government Mess. Government mess will be used to the maximum extent practical. The billeting reservationist and front desk personnel are also required to provide the traveler with information concerning availability of meals at dining facilities. It is not practical to direct the use of government mess when:

8.2.1. Government lodging on the installation is not available.

8.2.2. When the orders authorizing official determines it is impractical to use government messing due to:

8.2.2.1. The use of the mess adversely affecting mission performance.

8.2.2.2. Excessive distance between the mess and place of duty, or the mess and place of lodging.

8.2.2.3. Nonavailability of transportation between the mess and place of duty, or the mess and place of lodging.

8.2.2.4. Incompatibility of duty hours and mess operating hours.

**NOTE:** Travel orders shall note if mess use is directed or not available, when known.

8.2.3. If mess use is directed, but during the trip it is not available, the member will be reimbursed the full meal and incidental expense (M&IE) rate for meals not available. The orders authorizing official approves the missed meals using AF Form 2282, **Statement of Adverse Effect - Use of Government Facilities**.

8.2.4. If mess use is directed, but during the trip it is not available due to temporary closure of facility, the member will be reimbursed the full M&IE meal rate for meals not available. The authorizing official approves the nonavailability using 439 AW Form 21.

8.3. In all cases of nonavailability for quarters or mess, correct statements of status on published orders or certification of status signed by orders authorizing officials on the travel voucher will satisfy the contingency of 439 AW Form 21 not being available. This should only occur in exceptional circumstances.

**9. TDY.** Personnel who perform TDY away from their PDS, except when on annual tour status and government quarters and messing facilities are available, are allowed per diem and transportation allowances as outlined in JTR Vol I, Chap 4.

**10. Approving Officials.** Approving officials are responsible for determining entitlements prior to the issuance of travel orders. They specify the allowances payable as applicable within the prescribed limitations.

**11. Statements.** Applicable statements are included in block 26 of AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, or statements may be printed on the reverse of AF Form 938 and referenced to block 26 on the front of the form.

**12. Payment.** All reservists who are allowed an entitlement will prepare DD Form 1351-2, **Travel Voucher or Subvoucher**. If a member is within commuting distance, the member may fill in the appropriate blank and sign in block 26 of AF Form 938. These forms must be submitted to the Travel Section for payment within five days after completion of travel.

**13. Form Prescribed.** 439 AW Form 21.

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Commander