

CHAPTER 6

LOCAL TRAVEL

6-1. General. Generally, per diem allowances are not authorized when an employee incurs additional subsistence expenses because of a temporary duty assignment in the vicinity of, but outside, the permanent duty station area, regardless of whether travel begins or ends at the employee's place of duty or at the residence, except as provided in JFTR, par. U4105-H and JTR, par. C2400, subject to the limitations of JFTR, par. U4102-F and JTR, par. C4552-F.

6-2. Temporary Duty at Nearby Places Outside the Permanent Duty Station Area. Commanders/Directors must establish local travel policies on temporary duty assignments, whether they should be performed on local travel basis, continuous basis, or whether employees should be directed to return home on non-work days in compliance with the provisions of JFTR, Vol. 1 and JTR, Vol. 2.

6-3. Designation of Local Travel Area. Commanders/Directors must ensure that designated local travel areas are in accordance with the provisions of JFTR, par. U3500-B and JTR., par. C2400-B, defined by geographic boundaries, listing all inclusive cities and counties, for each duty station in their command, provided this does not conflict with express contractual provisions or past practice which relates to employees in exclusive bargaining units. However, at the time of contract negotiation, every effort should be made to conform the contract to the policy incorporating geographical boundaries.

6-4. Boundaries of Local Travel Area. An arbitrary distance radius must not be established in setting up the local commuting area of the duty station IAW 59 Comp. Gen 397 (1980). The area in which transportation expenses may be authorized shall be:

- a. Within the limits of the duty station and the metropolitan area around that station which is ordinarily served by local common carriers.
- b. Within a local commuting area of the duty station, the boundaries that have been designated by the Commander/Director or as prescribed by the local Service/Defense Agency directives.
- c. Separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.
- d. The reservation, station, or other established area (including subdivisions of large reservations) having definite boundaries in which the employee is stationed.

6-5. Additional Expenses Incurred at PDS.

a. When it is determined to be more advantageous to the Government, TAOs may authorize reimbursement of additional travel related expense incurred while performing duties in and around the PDS. Local travel orders must be issued and a justification stating, "this is in the best interest of the Government" must be included in the remarks section.

b. Claims for official local travel are submitted on SF 1164 in CEFMS.

c. Claims for registration and book fees in the local travel area may be claimed on a Purchase Request and Commitment (PR&C) in CEFMS.

d. TAOs may authorize and approve local travel of employees for the purpose of conducting official Government business. TAOs determine the mode of transportation that may be used advantageously in the transaction of official business in compliance with the JFTR, Vol. 1 and JTR, Vol. 2.

e. TAOs should consider the following when approving the use of local transportation:

(1) Mode of transportation providing the most expeditious handling of official business.

(2) Relative costs.

(3) Geographical factors.

(4) If Government transportation is available, personnel must be directed to use such transportation. A regularly scheduled Government operated bus or GSA leased vehicle must be used if available.

f. The use of a taxi, rental car, bus, subway, metrorail, ferry, POC, and POV for official business may be allowed for round trip travel between the duty station, alternate work station, or residence and within the designated local travel area.

g. If Government transportation is available, travel by POV is reimbursed in accordance with JFTR, par. U3310 and JTR, par. C2152 at the rate prescribed in JFTR, par. U2600 and JTR, par. C2500. A statement from the Transportation Officer or Vehicle Fleet Manager confirming the non-availability of Government furnished (GSA/Commercial leased vehicle) transportation is required for reimbursement at the highest rate.

h. A statement confirming POV is more advantageous to the Government is required for reimbursement at the allowable automobile mileage rate prescribed in the JFTR, Vol. 1 and JTR, Vol. 2.

i. Reimbursement for local public transportation is not authorized when tokens, transit subsidies, tickets or cash fares are furnished to the employee by the Government.

j. When POV is used for local travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee must be paid mileage for the distance that exceeds the employee's regular commuting distance in accordance with the provisions of the JFTR, par. U3505-C and JTR, par. C2401-C. To determine proper reimbursement, one of the following statements, whichever is applicable, must be stated on a local travel voucher when residence to an alternate duty site mileage is claimed:

(1) "I hereby certify that the total round trip mileage between my residence and my permanent duty station is "XX" (state exact mileage) miles".

(2) "I hereby certify that the total round trip mileage has been deducted from the total mileage claimed".