



DEPARTMENT OF THE ARMY
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY
HUMPHREYS ENGINEER CENTER
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315-3860

REPLY TO
ATTENTION OF:

CEHEC-LM-T (55)

16 MAR 2000

MEMORANDUM FOR DISTRIBUTION G

SUBJECT: Logistics Management Memorandum of Instruction (LMOI #55-00-01), Local Travel Policy

1. References:

- a. DOD 4515.14, Washington Local Commuting Area, December 29, 1998
- b. Joint Travel Regulation, Volume II

2. Applicability: This LMOI is applicable to all employees of HECSA, HQUSACE, and all Field Operating Activities serviced by HECSA Logistics Travel Management Office.

3. Distribution Statement: Approved for public release; distribution is unlimited.

4. GENERAL:

a. The use of a taxicab, rental car, bus, metro, and privately owned conveyance (POC) for official business may be allowed for round trip travel between the duty station or residence and within the local travel area as defined in paragraph 5a. If Government transportation is available, travel by privately owned vehicle (POV) will be reimbursed at the rate of 23.5 cents per mile. A statement confirming the non-availability of Government furnished transportation will be required for reimbursement above the 23.5 cents per mile rate. A statement confirming POV is more advantageous to the Government may be utilized and reimbursed at the prescribed rate reference the JTR, Appendix A, Under Mileage Allowance TDY. When POC is used for travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance as defined in 7b.

b. Before travel is authorized by taxicabs, rental cars, and POC's, Approving Official(s) will make determination of advantage to the Government using the following guidelines specified below:

CRITERIA GOVERNING SELECTION OF TRANSPORTATION.

Approving Officials should consider the following when approving the use of local transportation:

- a. Mode of transportation providing the most expeditious handling of official business.
- b. Relative costs.
- c. Geographical factors.
- d. If Government transportation is available and its use will result in equal or greater advantage to the Government, personnel will be directed to use such transportation. A regularly scheduled Government operated bus will be used if available.

This supersedes memorandum dated 17 February 1999 and only incorporates administrative changes.

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5. POLICY:

a. Generally, a per diem allowance in the local travel area will not be authorized when an employee does not incur additional subsistence expenses because of temporary duty assignment in the vicinity of, but outside, the permanent duty station regardless of whether or not travel begins or ends at the employee's regular place of duty or residence. When additional expense will be incurred (subsistence/lodging) and reimbursement is authorized, travel orders must be issued and a justification stating "this is in the best interest of the government" will be included in the remark section.

b. Claims for official local travel will be submitted on an SF 1164 in CEFMS.

c. Claims for registration and book fees in the local travel area may be claimed on a PR&C in CEFMS; in the line item description, state that it is an SF 1034 and that travel orders were not used.

d. All travel outside the areas identified in the local travel areas require the issuance of travel orders and the submission of a travel voucher through the Corps of Engineers Finance Center.

6. DEFINITIONS.

a. **LOCAL TRAVEL AREAS.** Includes the District of Columbia; Montgomery, Prince George's, Ann Arundel, Baltimore, Charles, Calvert, Howard, Harford, Frederick, St. Mary's, Carroll, and Washington Counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpeper, Madison, Orange, Greene, Albemarle, Stafford, Spotsylvania, King George, and Clarke Counties in Virginia; Adams County in Pennsylvania; the city of Baltimore in Maryland; the cities of Alexandria, Fairfax, Falls Church, Fredericksburg in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of the aforesaid counties.

b. **PERMANENT DUTY STATION (PDS).** PDS is defined as the "designated post of duty or official station, the limits of which are the corporate limits of the city or town in which the employee is stationed. If not stationed in an incorporated city or town, the official station is the reservation, station or established area." (COUNTY); "or in the case of a large reservation, the established subdivision thereof having definite boundaries within which the PDS is located." (i.e., Pulaski Building - Washington, DC, and Humphreys Engineer Center - Fairfax County).

c. **GOVERNMENT TRANSPORTATION.** Transportation owned, leased, or chartered by any U.S. Government agency.

d. **COMMERCIAL TRANSPORTATION.** Transportation commercially-owned and operated (e.g., streetcars, buses, trains, subways, and taxicabs). Rented automobiles and other special conveyance commercially owned but operated by employees are also considered as commercial transportation.

e. **PRIVATELY-OWNED CONVEYANCE.** (POC) For the purpose of local travel reimbursement, a privately-owned conveyance (POC) is any aircraft, automobile, or motorcycle used by a traveler to perform official travel which is either owned by or on loan to the traveler, or has been hired or rented by the traveler and is not otherwise authorized.

f. **PRIVATELY-OWNED VEHICLE.** (POV) According to the JTR definition is same as 6e above.

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7. APPROVALS.

Individuals designated as Approving Officials will authorize and approve local travel of employees for the purpose of conducting official Government business. Approving Officials will determine the mode of transportation that may be used advantageously in the transaction of official business.

8. TRAVEL IN AND AROUND THE PERMANENT DUTY STATION.

a. Generally, home to work transportation is not authorized. It is an established rule that employee must place themselves at their regular places of work and return to their residence at their own expense (this includes weekends).

b. USE OF A PRIVATELY OWNED CONVEYANCE BETWEEN THE PLACE OF ABODE AND AN ALTERNATE DUTY POINT. When a privately-owned conveyance is used for commuting from an employee's place of abode to an alternate duty point(s) (a point other than the employee's regular place of work) and return, an employee is entitled to mileage reimbursement for the distance that exceeds the employee's commuting distance to the regular place of work and return. When a POC is used for a regular duty site to an alternate site and to home, an employee's reimbursement is limited to the mileage between regular duty location and alternate location. Reimbursement will be made only for the mileage that exceeds the employee's regular commuting distance. In order to determine proper reimbursement, employees are required to show computation to the alternate duty site or put a statement on the voucher that indicates regular commuting distance has been deducted from the amount. To encourage consistency, one of the following statements, whichever applies, is to be used 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 _____ miles."

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

This applies to travel to an alternate duty point in the local travel area or around the permanent duty station. This does not apply to TDY assignments, nor to trips to or from common carrier terminals for departure or for arrival from a TDY trip.

c. Parking receipts will be attached to the local travel voucher whenever possible to be maintained in the traveler's organization files.

9. **INSTRUCTIONS FOR PREPARATION OF SF 1164.** Please see the CEFMS BPG, Chapter 13, Local Travel Vouchers.

10. Enclosure 1 is a map of the local travel area.

Encl



CHARLES B. RAU
Director

Local Travel Area

