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## INSTRUCTIONS FOR COMPLETING GSA FORM 3601

1. 41 CFR PART 101-6. Each Federal employee is responsible for his/her daily commuting costs to any place within the local commuting area where the employee is assigned to work. Employees who are provided with one-to-work/work-to-home authorization are required by law to maintain a record of such trips. GSA has determined that a monthly log be used.

2. TDY TRAVEL. The regulations do not apply to persons on TDY status outside the commuting area. In those instances when it increases the efficiency and economy for the Government, a vehicle can be driven home in conjunction with TDY travel that is to be performed the following day when authorized on the GSA Form 87, Official TDY Travel Authorization. This authority would apply when the employee is traveling from his/her residence in a direction away from their normal work site and time is a factor. Approval from the Administrator is not required.

3. APPROVAL. Each employee must have authority from the Administrator before using a Government vehicle, both leased and owned, for transportation home-to-work/work-to-home except when on TDY travel. The use of home-to-work authorization is limited to persons engaged in field work; or to other persons when there is: (1) a clear and present danger; (2) an emergency; or (3) a compelling operational consideration.

4. FIELD WORK. Field work means official work performed by an employee whose job requires the employee's presence at various locations that are at a distance from the employee's place of employment or at a remote location that is accessible only by Government-provided transportation. Trips that are within the local commuting area are considered field trips when 2 OR MORE stops are scheduled. One day non-per diem trips to a single location outside the local commuting area are also considered field trips. This field work definition applies to employees who perform field work on a regular basis as well as those employees who require occasional home-to-work transportation under the three situations listed in para. 3 above. Transportation should be provided only on days when the employee actually performs field work or has a need, and then only to the extent that such transportation will substantially increase the efficiency and economy of the Government.

### 5. MAINTAINING LOGS.

(a) A log must be maintained using GSA Form 3601 for each individual who has been provided authority by the Administrator to use a Government vehicle including rental vehicles, for each home-to-work/work-to-home trip. An employee who has home-to-work authorization may elect to share space in a Government passenger carrier with other individuals on a space available basis, provided that (1) the passenger carrier does not travel additional distances as a result; and (2) the passenger also possesses home-to-work authorization from the Administrator for home-to-work transportation. A separate log must be maintained on each individual who shares space in a Government vehicle for their home-to-work/work-to-home transportation.

(b) Copies of the logs must be maintained in the office of the head of each CO or Regional Service or Staff Office for easy access for audit.

(c) Each page of the log must be signed by the employee and the controlling official (Division Director or equivalent) within the organization.

6. REPORTING TO PAYROLL FOR TAX PURPOSES. 26 CFR Sec. 1.61-21 requires that certain employer provided fringe benefits be considered as income for tax purposes. The original copy of all logs must be submitted to the Office of Finance on a monthly basis, see Office of Finance instructions.

7. REPORTING TO CONGRESS. A copy of the completed logs for other than field work employees only (see para. 3 above) must also be provided to the Office of Management Services (CA) monthly for reporting to Congress when the employee uses home-to-work transportation.

### 8. LOG ENTRIES.

Top Section - Self explanatory. The determination number and duration of authorization is obtained from the document that provided that Administrator's approval.

#### Bottom Section -

- 1) Use one line for each day transportation is provided.
- 2) Enter short, concise explanation of the circumstances.
- 3) Check whether field work or other than field work.
- 4) Enter license tag number of the vehicle used.
- 5) Check whether the daily entry is a one-way or round trip.
- 6) Compute the total trips.
- 7) Employee and Controlling Official (Division Director or equivalent) must sign form.

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In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment of reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations of prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.