



Local Travel Reimbursement

What is local travel?

Local travel is official travel within a 50-mile radius of your official duty station.

For what types of local travel expenses can the OIG reimburse me?

- Bus, subway, train, streetcar, ferry, shuttle van, etc.
- Taxicab fares and tips (not to exceed 15%)
- Privately Owned Vehicle (POV) mileage
- Parking fees
- Tolls (bridge, road, tunnel, etc.) and ferry fees

How do I calculate my local travel voucher (for reimbursement)?

- Use the actual costs for the items listed above, except for POV Mileage.
- Your vehicle's odometer determines your POV mileage (based on the actual miles driven). The rate for reimbursement changes periodically. Travel Manager, our travel management software, will calculate your mileage reimbursement based on the appropriate rate (automatically).

How do I get reimbursed for local travel expenses?

Easy. Just log in to GOVTRIP and select Local Travel Voucher. (See PD 560-05, Temporary Duty Travel Reimbursement, for more information on GOVTRIP use.) After your supervisor approves your voucher, BPD staff will process it for electronic payment to the checking account you have recorded with BPD.

How much time do I have to enter a local travel voucher into GOVTRIP?

Please enter local vouchers after you have accumulated expenses of \$50.00 or more, because the OIG pays a \$12.50 fee for each voucher processed. For example, you may see where it might not be economical to pay a \$12.50 fee for a \$6.00 cab fare. However, if you need to be reimbursed sooner, please only file a local travel voucher no more than once every 30 days.

What if I telework and need to travel locally from my house for official business?

The OIG can reimburse you for local travel costs in excess of your normal commuting costs.

What if a motor pool/GSA vehicle is available?

Please use available motor pool/GSA vehicles when their use would save the Government money.

If I have a question about this policy, whom can I contact?

For questions regarding this policy, please contact the Office of Management at (202) 927-5200 or send an email to OIG-OM@oig.treas.gov.