

General Services Administration
Washington, DC 20405

January 12, 2010

FEDERAL TRAVEL REGULATION
Amendment 2010-01

TO: Heads of Federal agencies

Subject: Amendment 2010-01, Federal Travel Regulation (FTR)
Case 2010-301, Privately Owned Vehicle Mileage Reimbursement

1. Purpose. This final rule amends the Federal Travel Regulation (FTR) to update the mileage reimbursement rates for using a privately owned automobile (POA), motorcycle or airplane for official travel.

2. Effective date: January 6, 2010.

Applicability date: This final rule is applicable for official travel performed on and after January 1, 2010.

3. Background. Pursuant to 5 U.S.C. 5707(b), the Administrator of General Services has the responsibility to establish the privately owned vehicle (POV) mileage reimbursement rates that Federal employees are entitled to when they use a POA, motorcycle or airplane for official business. To set the rates, GSA is required to periodically investigate the cost to Government employees of operating a POV while on official travel, and consult with the Secretaries of Defense and Transportation, and representatives of Government employee organizations. GSA investigated the mileage rate costs for motorcycles and airplanes. The Internal Revenue Service (IRS) conducted an investigative report on the mileage rates for a POA to compute the deductible cost of operating passenger vehicles for business purposes. GSA analyzed the data in the IRS report and adopted the findings. After consultation with the above-referenced Federal agencies and Government employee organizations, the Acting Administrator of General Services has determined the per mile operating costs for official use of a POA (including trucks) is \$0.50, \$0.47 for motorcycles, and \$1.29 for airplanes. As provided in 5 U.S.C. 5704(a)(1), the POA mileage reimbursement rate cannot exceed the single standard mileage rate established by the IRS. The IRS announced a new single standard mileage rate for automobiles of \$0.50 per mile effective January 1, 2010. The results of the investigative reports have been reported to Congress.

This FTR rule was published in the *Federal Register* at 75 FR 790, January 6, 2010.

4. Explanation of changes. The new rates reflect the current vehicle operating costs as determined by investigations conducted by GSA. This governing regulation sets the mileage reimbursement allowance for official travel for a POA at \$0.50, motorcycles at \$0.47, and airplanes at \$1.29.

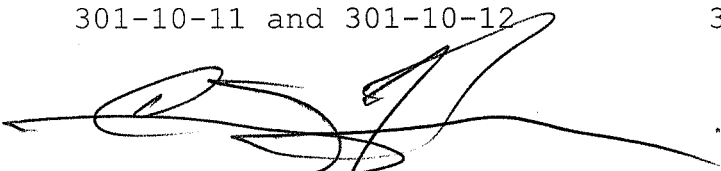
5. Filing instructions. Remove and insert the following pages to the FTR:

Remove pages

Insert pages

301-10-11 and 301-10-12

301-10-11 and 301-10-12



CRAIG FLYNN,
Director, Travel Management Policy
Office of Travel, Transportation &
Asset Management.

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ber, or qualified non-crewmember, will be reported to the General Services Administration (GSA) by the agency that owns or hires the Government aircraft. (Agencies must maintain information on classified trips, but do not report classified trips to GSA.)

§301-10.266 Is information available to the public about travel on Government aircraft by senior Federal officials and non-Federal travelers?

Yes, an agency that authorizes travel on Government aircraft and an agency that owns or hires Government aircraft must make records about travelers on those aircraft available to the public in response to written requests under the Freedom of Information Act (5 U.S.C. 552), except for portions exempt from disclosure under that Act (such as classified information).

Subpart D—Privately Owned Vehicle (POV)

§301-10.300 When may I use a POV for official travel?

When authorized by your agency.

§301-10.301 How do I compute my mileage reimbursement?

You compute mileage reimbursement by multiplying the distance traveled, determined under [§301-10.302](#) of this subpart by the applicable mileage rate prescribed in [§301-10.303](#) of this subpart.

§301-10.302 How do I determine distance measurements for my travel?

If you travel by	The distance between your origin and destination is
Privately owned automobile or privately owned motorcycle.	As shown in paper or electronic standard highway mileage guides, or the actual miles driven as determined from odometer readings.
Privately owned aircraft.	As determined from charts issued by the Federal Aviation Administration (FAA). You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the aircraft to determine distance.

§301-10.303 What am I reimbursed when use of a POV is determined by my agency to be advantageous to the Government?

For use of a	Your reimbursement is
Privately owned aircraft (e.g., helicopter, except an airplane).	Actual cost of operation (i.e., fuel, oil, plus the additional expenses listed in §301-10.304).
Privately owned airplane.	¹ 1.29
Privately owned automobile.	¹ 0.50
Privately owned motorcycle.	¹ 0.47

¹ Per mile.

§301-10.304 What expenses are allowable in addition to the allowances prescribed in [§301-10.303](#)?

Following is a chart listing the reimbursable and non-reimbursable expenses:

Reimbursable expenses in addition to mileage allowance	Non-reimbursable expenses included in the mileage allowance
Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.

§301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?

If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.

§301-10.306 What will I be reimbursed if authorized to use a POV instead of a taxi between my residence and office to a common carrier terminal, or from my residence directly to a common carrier terminal on travel requiring an overnight stay?

If determined advantageous to the Government, you will be reimbursed on a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved.

§301-10.307 What will I be reimbursed if I use a POV to transport other employees?

Using a POV to transport other employees is strictly voluntary and you may be reimbursed in accordance with [§301-10.305](#).

§301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

Your agency may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal.

§301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?

You will be reimbursed on a mileage basis (see [§301-10.303](#)), plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in [§301-10.310](#).

§301-10.310 What will I be reimbursed if I am authorized to use a Government automobile and I use a privately owned automobile instead?

(a) *Reimbursement based on Government costs*—Unless you are committed to using a Government automobile as provided in [paragraph \(b\)](#) of this section, your reimbursement will be limited to the cost that would be incurred for use of a Government automobile, which in CONUS is 28.5 cents per mile. If your agency determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate provided in [§301-10.303](#) for a privately owned automobile.

In addition, you may be reimbursed other allowable expenses as provided in [§301-10.304](#).

(b) *Partial reimbursement when you are committed to use a Government owned automobile*—When you are committed to use a Government automobile or would not ordinarily be authorized to use a privately owned automobile due to the availability of a Government automobile, but nevertheless request to use a privately owned automobile, you will be reimbursed 12.5 cents per mile. This is the approximate cost of operating a Government automobile, fixed costs excluded. In addition, parking fees, bridge, road and tunnel fees are reimbursable.

Subpart E—Special Conveyances

§301-10.400 What types of special conveyances may my agency authorize me to use?

Your agency may authorize/approve use of:

(a) Taxicabs as specified in [§§301-10.420](#) through [301-10.421](#) of this chapter;

(b) Commercial rental automobiles as specified in [§§301-10.450](#) through [301-10.453](#) of this chapter; or

(c) Any other special conveyance when determined to be advantageous to the Government.

§301-10.401 What types of charges are reimbursable for use of a special conveyance?

Actual expenses that your agency determines are necessary, including, but not limited to:

- (a) Gasoline and oil;
- (b) Rental of a garage, hangar, or boathouse;
- (c) Feeding and stabling of horses;
- (d) Per diem of operator; and
- (e) Ferriage, tolls, etc.

§301-10.402 What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?

You will be reimbursed the mileage cost for the use of your POV, and additional expenses such as parking fees, bridge, road and tunnel fees, not to exceed the constructive cost of the special conveyance.

§301-10.403 What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

A Government aircraft is any aircraft owned, leased, chartered, or rented and operated by the Government. An aircraft hired as a special conveyance is an aircraft that you, in your private capacity, rent, lease, or charter and operate.

Taxicabs, Shuttle Services, or Other Courtesy Transportation

§301-10.420 When may I use a taxi or shuttle service?

(a) *For local travel*. When your agency authorizes/approves the use of a taxi for the following, local travel is reimbursable:

- (1) Between places of business at an official or TDY station;
- (2) Between a place of lodging and a place of business at a temporary duty station; and
- (3) To obtain meals at the nearest available place where the nature and location of the work at a TDY station are such that meals cannot be obtained there.

(b) *To and from a carrier terminal*. (1) *General authorization*. Except as provided in [paragraph \(b\)\(2\)](#) of this section, you will be reimbursed the usual fare plus tip for use of a taxicab or shuttle services in the following situations:

- (i) Between a common carrier or other terminal and either your home or place of business at your official station, or your place of business or lodging at a TDY station; or
- (ii) Between the carrier terminal and shuttle terminal.

(2) *Courtesy transportation*. You should use courtesy transportation service furnished by hotels/motels to the max-