

FEDERAL TRAVEL REGULATION  
Amendment 2005-01

TO: Heads of Federal agencies

SUBJECT: Amendment 2005-01, FTR Case 2005-301, Privately Owned Vehicle Mileage Reimbursement

1. Purpose. This amendment transmits changed pages to the Federal Travel Regulation (FTR) to amend the mileage reimbursement rate for use of a privately owned vehicle (POV) on official travel to reflect current costs of operation as determined in cost studies conducted by the General Services Administration. (GSA).
2. Background. Pursuant to 5 U.S.C. 5707(b), the Administrator of General Services has the responsibility to establish the POV mileage reimbursement rates. Separate rates are set for airplanes, automobiles (including trucks), and motorcycles. In order to set these rates, GSA is required to conduct periodic investigations, in consultation with the Secretaries of Defense and Transportation, and representatives of Government employee organizations, of the cost of travel and the operation of POVs to employees while engaged on official business. As required, GSA conducted an investigation of the costs of operating a POV and is reporting the cost per mile determination. The results of the investigation have been reported to Congress. GSA's cost studies show the Administrator of General Services has determined the per-mile operating costs of a POV to be \$1.07 for airplanes, \$0.405 for automobiles, and \$0.305 for motorcycles. As provided in 5 U.S.C. 5704(a)(1), the automobile reimbursement rate cannot exceed the single standard mileage rate established by the Internal Revenue Service (IRS). The IRS has announced a new single standard mileage rate for automobiles of \$0.405 per mile effective January 1, 2005. Additionally, based on updated data for the two-tiered reimbursement rates reflecting costs to an agency of operating a Government-furnished vehicle (GFV), the current reimbursement rate of \$0.270 per mile increased to \$0.285 per mile (when a GFV is available to an employee). The current reimbursement rate of \$0.105 per mile (when a GFV is assigned directly to an employee) will remain the same.
3. Effective date. The provisions of this amendment are effective February 4, 2005, and applies to travel performed on or after that date.
4. Explanation of changes. Part 301-10 is amended to reflect changes in the mileage reimbursement rates for use of a privately owned vehicle.

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

Remove pages

301-10-9 and 301-10-10

Insert pages

301-10-9 and 301-10-10



G. Martin Wagner  
Associate Administrator  
Office of Governmentwide Policy

Attachment

**AMENDMENT 2005–01 FEBRUARY 4, 2005**

taken over the full coach fare for the flights that you would have taken had you not engaged in personal activities during the trip, *i.e.*, for a wholly personal trip, you must pay the full coach fare for the entire trip;

(2) For travel authorized under 10 U.S.C. 4744 and regulations implementing that statute, or when you or your dependents are stationed by the Government in a remote location with no access to regularly scheduled commercial airline service and are authorized to use Government aircraft, you do not have to reimburse the Government.

(c) For political travel on a Government aircraft (*i.e.*, for any trip or part of a trip during which you engage in political activities), the Government must be reimbursed the excess of the full coach fare for all flights taken on the trip over the full coach fare for the flights that you would have taken had you not engaged in political activities, except if other law or regulation specifies a different amount (see, e.g., 11 CFR 106.3, “Allocation of Expenses between Campaign and Non-campaign Related Travel.”), in which case the amount reimbursed is the amount required by such law or regulation.

**Note to §301-10.264:** Except for required use travel, any use of Government aircraft for personal or political activities shall not cause an increase in the actual costs to the Government of operating the aircraft.

**§301-10.265 Will my travel on Government aircraft be reported?**

Your travel on Government aircraft will not be reported unless you are a senior Federal official, or a non-Federal traveler. (Travel under 10 U.S.C. 6744 is not reported.) If you are a senior Federal official or a non-Federal traveler, any use you make of Government aircraft, *i.e.*, as a passenger, crewmember, 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?**

<b>If you travel by</b>	<b>The distance between your origin and destination is</b>
Privately owned automobile or privately owned motorcycle.	As determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
Privately owned aircraft.	As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. 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?**

<b>For use of a</b>	<b>Your reimbursement is</b>
Privately owned aircraft (e.g., helicopter, except an airplane).	Actual cost of operation (i.e., fuel, oil, plus the additional expenses listed in <a href="#">§301-10.304</a> ).
Privately owned airplane.	<sup>1</sup> 1.07
Privately owned automobile.	<sup>1</sup> 0.405
Privately owned motorcycle.	<sup>1</sup> 0.305

<sup>1</sup> 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 be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of 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 vehicle 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 27.0 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 10.5 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,