



REPLY TO  
ATTENTION OF:

IMME-RM

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
4551 LLEWELLYN AVENUE, SUITE 5000  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

24 SEP 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #50, Travel Policy for the Local Commuting Area

1. References:

- a. The Joint Federal Travel Regulations, Volume 1, Uniformed Service Members
- b. The Joint Travel Regulations, Volume 2, Department of Defense Civilian Personnel
- c. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation
- d. DOD Directive 4515.14, Subject: Washington Local Commuting Area, 29 Dec 1998

2. Purpose. To provide guidance to all DOD military and civilian personnel stationed on Fort George G. Meade on the local commuting area.

3. Applicability. This policy applies to all DoD military and civilian personnel stationed on Fort Meade.

4. Policy. References a, b and c provide entitlement guidance on reimbursements to soldiers and civilian employees incurring travel expenses in the conduct of official business (including training) in and around their duty station. For the purpose of determining proper reimbursement of local travel related expenses, the local commuting area for Fort George G. Meade is defined as follows: Travel within the District of Columbia and Baltimore City; Maryland counties of Anne Arundel, Prince George, Montgomery, Howard, Harford, Charles, Calvert, Carroll, Frederick and Baltimore; Adams County in Pennsylvania; Virginia counties of Arlington and Fairfax and all cities within these counties (except that Fort Belvoir, Virginia will be considered outside of the local commuting area). Using the preceding localities to define the local commuting area for Fort George G. Meade meets the intent of reference 1d and satisfies the criteria of an established local commuting area without drawing an arbitrary circle.

IMME-RM

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5. Specific Instructions.

a. Official travel within the defined local commuting area need not be authorized by issuance of travel orders; simple verbal authorization by appropriate travel order approving authority as designated within each activity is sufficient. The two exceptions to this rule requiring preparation of official orders are as follow:

(1) Entitlement to per diem is not allowed for temporary duty (TDY) or temporary change of station (TCS) performed within the specified local commuting area unless the nature of the official business requires the traveler to remain overnight at the TDY site and is not simply for the convenience of the traveler. In this case, official travel orders must be prepared and contain a statement such as: "The nature of the TDY/TCS mission requires overnight stay at the TDY/TCS site; therefore per diem is authorized even though the site is within the local commuting area."

(2) If the duration of TDY exceeds 12 hours for soldiers or civilian employees, then per diem may be authorized via preparation of an official travel order.

b. Soldiers ordered to active duty at a CONUS location outside the local commuting area of their principal residence, are entitled to travel pay from the principal residence to the duty station and then back to the principal residence upon completion of the active duty tour. These soldiers are authorized per diem during the entire period of active duty. Soldiers ordered to duty at a location within the local commuting area of their principal residence are entitled to travel pay to their duty station on the first day, and from the duty station to their residence upon release from active duty on the last day. They are not authorized per diem or mileage during the remainder of the active duty tour, unless authorized under exceptions in paragraph 4a.

c. Requests for reimbursement of travel expenses incurred pursuant to the conduct of official business in the local commuting area will be submitted using organizational Defense Travel System (DTS) procedures. If DTS is not required or available, the claim will be prepared manually and submitted through supervisory channels to the applicable DFAS paying office on DD Form 1351-2 if TDY orders were issued, or on DD Form 1164 if no orders were issued.

IMME-RM

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6. Proponent. The Resource Management Office, Budget and Accounting Branch is the proponent for this policy. POC is the Managerial Accountant, commercial 301-677-5928, DSN 622-5928.



EDWARD C. ROTHSTEIN  
Colonel, Military Intelligence  
Commanding

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