

Financial Policies and Procedures
Local Travel

CHAPTER 7

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0701 OVERVIEW

This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding local travel. Local travel at the official station includes official travel within the vicinity of the official duty station; specifically within 50 miles of an employee's residence (known as the 50-Mile Rule) or the geographic boundaries as defined by the station. Local travel will generally not include lodging, M&IE (meals and incidental expenses) or expenses incurred for rental of a vehicle to conduct authorized official business unless authorized as outlined in this chapter.

The Federal Travel Regulation, as prescribed under 41 C.F.R. Chapters 300-304, delegates authority to agencies to define a local radius for official business travel either at or in the vicinity of, the official duty station within which per diem will not be allowed. Established mileage radii must be uniform for overtime in accordance with 29 U.S.C. 201, *Fair Labor Standards Act*, and travel allowance purposes in accordance with 5 C.F.R. 550.112, *Computation of Overtime Work*. More information regarding overtime compensation can be found in Volume XV, *Payroll*.

0702 POLICIES

070201 AUTHORITY FOR LOCAL TRAVEL.

A. VA employees are required to commute to and from their official station at their own expense. When an employee performs official duty at an alternate duty site within the geographic boundaries as defined by the station or within 50 miles of their residence, reimbursement for transportation expenses will be limited to those expenses in excess of the normal daily commute.

Where an employee's regularly scheduled duties involve assignments to which he or she commutes daily from his/her official station or residence, the travel is no different than travel required of an employee in reporting to his/her permanent duty station (52 Comp. Gen. 446). For example, if an employee regularly leaves their permanent duty station at a VA medical center to perform work at the consolidated mail outpatient pharmacy, this is considered a normal transportation expense and is not in excess of their daily commute.

B. Field Facility Directors and the Associate Deputy Assistant Secretary, for Financial Business Operations in VA's Central Office (VACO) will determine the area to be covered by local travel by using the 50-Mile Rule or geographic boundaries as defined by their respective stations. For example, VACO has defined its local travel area as the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax and Falls Church Counties and the City of Alexandria in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the combined geographic area of said counties.

C. VA will provide mass transportation tokens and/or tickets for local travel when practicable and will also reimburse local travel expenses for privately-owned vehicles, taxis and other expenses as discussed in 070502B. VA employees may also be reimbursed for excess local travel expenses under 41 C.F.R. Chapters 300-304.

070202 ACTIONS FOR LOCAL TRAVEL.

A. Approval. VA supervisors or delegated authorities must authorize or approve local travel expenses with a written approval (i.e., memorandum or email) prior to incurring local expenses. A Travel Authorization in VA's e-Gov Travel Service (ETS) will not be issued for strictly local travel expenses, but may be required in certain situations (e.g., rental vehicle). VA may approve a specific authorization for reimbursement of travel expenses after the travel has been completed.

B. Local Travel Expenses.

1. VA will authorize local public transportation when practicable. Tokens and/or tickets may be issued to employees for local travel. When tokens and/or tickets are not furnished, employees will be reimbursed for expenses that exceed their normal commuting cost. VA will provide a "transit pass" transportation fringe benefit program for its qualified employees. For more information regarding the financial policies and procedures of this program, refer to Volume III, Chapter 1, *Transit Benefit Program*.

2. VA will first use Government-owned vehicles (GOV) for local travel whenever an automobile is required, authorized and available.

3. VA will reimburse employees for privately-owned vehicle (POV) travel to the extent that allowable costs exceed the employee's normal commuting expenses between his or her residence and the official duty station.

4. VA will allow the use of taxis if the employee does not have a Government vehicle available and/or a Government-provided shuttle or mass transportation cannot be used for local travel.

5. VA Approving Officials may authorize the use of a rental vehicle for local travel. A Travel Authorization in ETS must be issued for all rental vehicle expenses.

6. In certain situations, including travel under 5 U.S.C. 41, *Government Employees Training Act*, VA may authorize a per diem allowance for travel in the local area of the official duty station or temporary duty station. VA employees will prepare a temporary duty travel authorization for any per diem expenses.

C. Processing Local Travel Expenses.

1. VA will use ETS to process all local travel claims (expense vouchers). When a claim amount is less than \$10, the employee may file a manual voucher for reimbursement.
2. VA will require receipts for parking fees of \$25 or more for each instance; all other single expenses require a receipt when the expense is greater than \$75. An employee may aggregate all other local expenses when each individual expense is under \$75.
3. VA Approving Officials will review local travel claims for proper reimbursement to employees.
4. VA will pay reimbursable amounts by direct deposit to the employee's financial institution.
5. VA will use the Individually-Billed Account travel card to pay for authorized transportation expenses within a traveler's local commuting area whenever possible.

0703 AUTHORITY AND REFERENCES

070301 [Executive Order 13150, Federal Workforce Transportation](#)

070302 [29 U.S.C. Chapter 8, Fair Labor Standards](#)

070303 [5 U.S.C. Chapter 41, Government Employees Training Act \(GETA\)](#)

070304 [41 C.F.R. Chapters 300-304, Federal Travel Regulations \(FTR\)](#)

070305 [5 C.F.R 550.112, Computation of overtime work](#)

070306 [General Services Administration \(GSA\) Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates \(www.gsa.gov/mileage\)](#)

070307 [52 Comptroller General Decision 446 \(B-181347\), Overtime Compensation for Travel](#)

070308 [VA Handbook 5011, Hours of Duty and Leave](#)

070309 [Civilian Board of Contract Appeals, 15655-TRAV, Anthony Milano, November 2001](#)

070310 [Civilian Board of Contract Appeals, 16069-TRAV, Robert M. Malone Jr., August 2003](#)

0704 ROLES AND RESPONSIBILITIES

070401 The Assistant Secretary for Management/Chief Financial Officer (CFO) oversees all financial management activities relating to the Department's programs and operations, as required by the Chief Financial Officers Act of 1990 and 38 U.S.C. 309. Specific responsibilities include the direction, management and provision of policy guidance and oversight of VA's financial management personnel, activities and operations. The CFO establishes financial policy, systems and operating procedures for all VA financial entities and provides guidance on all aspects of financial management.

070402 Under Secretaries, Assistant Secretaries, Chief Financial Officers, Finance Officers, Chief Accountants, Chiefs of Finance Activities and other key officials are responsible for ensuring compliance with the policies and procedures set forth in this chapter.

070403 The Office of Financial Policy (OFP) provides Department-wide financial policy and guidance. The Office of Financial Business Operations' Travel Policy staff develops, coordinates, issues, evaluates and reviews Departmental travel policies, systems and procedures for compliance with all financial laws and regulations.

0705 PROCEDURES

070501 AUTHORITY FOR LOCAL TRAVEL

A. VA employees will pay for their own commuting expenses, including those occasions when they work overtime or are called back to work to perform involuntary, unscheduled overtime duty, except when an authorizing VA official approves the reimbursement of excess commuting expenses.

B. Field Facility Directors and the Associate Deputy Assistant Secretary for Financial Business Operations in VACO will determine the area to be covered by local travel, as prescribed by the Federal Travel Regulation under 41 C.F.R. Chapters 300-304. VA will determine the local travel area in consideration of the normal commuting area of the facility and the corporate limits of the city or town in which the facility is located or a mileage radius measured from the official duty site normally not to exceed a 50-mile radius. VA will use the defined official duty station as the guiding principle to determine when travel is either a normal commuting expense or a travel expense.

C. VA will provide mass transportation tokens and/or tickets to employees for local travel when it is practicable and permits accomplishment of official business. VA will also reimburse local travel expenses related to the use of privately-owned vehicles, Government-owned vehicles, and taxis as well as other expenses in excess of an employee's normal commuting expenses as discussed in 070502B.

070502 ACTIONS FOR LOCAL TRAVEL.

A. Approval.

1. VA employees will obtain written approval (i.e., memorandum or email) from the supervisor or delegated authority prior to incurring local travel expenses. If it is not practicable or possible to obtain such authorization prior to travel, the employee's agency may approve a specific authorization for reimbursement of travel expenses after travel has been completed. A Travel Authorization must be issued in ETS for rental vehicle expenses.
2. VA Approving Officials will authorize or approve reimbursement for travel expenses in excess of normal commuting costs in the official duty station area for any travel between:
 - a. Office/point of duty and other place of business;
 - b. One place of business and another place of business; or
 - c. Residence and place of business other than the office or point of duty.
3. VA will approve reimbursement for rental car use in the official duty station area for travel through a Travel Authorization in ETS prior to incurring such expenses.
4. VA employees are responsible for commuting to and from their official station. This responsibility applies to regular work days as well as non-work days (i.e., weekends or holidays). For example, an employee is not reimbursed mileage when called into work on a holiday or Saturday (non-work day) (reference Civilian Board of Contract Appeals Decisions 15655-TRAV and 16069-TRAV). The approving official who has the authority to direct the employee to perform the overtime work will approve any reimbursement in excess of their normal commuting expenses when the employee is:
 - a. Officially authorized to work outside of his or her regular working hours (e.g., weekend) (see Appendix A, Example 6a);
 - b. Dependent on public transportation for travel and traveling during hours of infrequently scheduled public transportation (see Appendix A, Example 6b).

For more information regarding overtime compensation see Volume XV, *Payroll*.

B. Local Travel Expenses.

1. Transit Tokens/Tickets. VA travelers will use mass transportation when it is practicable and permits accomplishment of official business. VA will furnish tokens and/or tickets for local travel whenever possible. When tokens and/or tickets are not

furnished, employees will be reimbursed for expenses that exceed their normal commuting cost.

a. VA-designated personnel will procure and maintain mass transportation tokens and/or tickets for use of authorized local travel by employees.

(1) Requests for quantities of tokens and/or tickets for transportation will be made on VA Form 3079, *Request for Tokens or Tickets*, to the official authorized to issue tokens and/or tickets.

(2) VA Form 4530, *Accountability Record for Tokens or Tickets*, will be used to maintain records of receipt and issuance of tokens and/or tickets. Tokens and tickets will be kept in a locked receptacle.

(3) VA issuing officials will contact carriers to determine automatic expiration dates and will periodically check tokens and tickets to ensure they are used before the expiration date or turned in for redemption.

(4) VA-designated officials in the issuing office will audit tokens and tickets periodically.

b. VA will provide a "transit pass" transportation fringe benefit program for its qualified Federal employees' regular commuting costs. For more information on this program, refer to Volume III, Chapter 1, *Transit Benefit Program*. If the employee normally uses a mass transportation system for his or her daily commute, only the excess cost above and beyond daily commuting cost will be claimed as a local travel expense.

2. Government-Owned Vehicle (GOV). VA will use Government-owned vehicles as the first resource for official travel performed locally or within commuting distance when an automobile is required in order to fully utilize the Government fleet and lower costs. VA employees whose positions require extensive GOV use will provide a written commitment which will serve as the basis for determining the appropriate mileage reimbursement rate when a POV is used instead of a GOV. VA employees must hold a valid state, District of Columbia or territorial motor vehicle operator's license to operate a GOV. If a GOV is unavailable, a rental car or POV may be used. Volume XIV, Chapter 3, *Transportation Expenses*, discusses detailed policies and procedures relating to GOV.

3. Privately-Owned Vehicle (POV). VA will reimburse employees for privately-owned vehicle travel when allowable costs exceed the employee's normal commuting expenses between his or her residence and the official duty station to include:

a. Temporary duty mileage as established by the General Services Administration (i.e., POV as advantageous or when a Government-owned vehicle is not available, POV in lieu of Government-owned vehicle or POV in lieu of commitment to use a Government-owned vehicle);

- b. Parking;
- c. Bridge and road tolls; and
- d. Other local transportation expenses.

Mileage payments and expense reimbursement will only be paid to the employee who owns and incurs the POV operating expenses, regardless of the number of passengers who accompany the employee or whether passengers contribute funds to defray POV operating expenses.

4. Taxis. VA will allow the use of taxis if the employee does not have a GOV available and/or a Government provided shuttle or mass transportation could not be used for local travel.

5. Rental Vehicles. VA Approving Officials may authorize the use of a rental vehicle for local travel. In this case, a Travel Authorization (TA) must be prepared regardless of whether the rental vehicle is used for local travel or temporary duty travel away from the employee's official duty station.

6. Authorized Exception to Local Travel Per Diem.

a. VA may authorize a per diem allowance for travel in the local area if an employee is authorized to travel under the Government Employees Training Act (5 U.S.C. 41). For more detailed policies relating to per diem, see Volume XIV, Chapter 2, *Per Diem*.

The following conditions must be met for an employee to receive a per diem allowance in the local area:

(1) The event must be classified as a bona-fide training event, which is concurred on by VA Central Office Human Resources;

(2) A determination must be made that partaking of meals is necessary to achieve the objectives of the training;

(3) All participants are required by VA to stay in the same local hotel in order to foster the participation in daytime and evening activities; and

(4) The employee is issued a temporary duty travel authorization to attend the training.

b. VA officials may authorize a per diem allowance in line with travel in the local area. VA employees will prepare a temporary duty TA via ETS, even if lodging is not required, to better ensure compliance with the pertinent Internal Revenue Service regulations.

C. Processing Local Travel Expenses.

1. Expense Vouchers. VA will use the e-Gov Travel Service (ETS) to process local travel claims (expense vouchers). Employees will submit local travel claims in ETS at least every 30 days and in the fiscal year in which an expense incurred when the total reimbursable expenses incurred are at least \$10. When claims are under \$10, employees may submit a manual local expense voucher form (Standard Form 1164) for reimbursement outside of ETS.

2. Receipts.

a. VA will require receipts for parking fees of \$25 or more for each instance and individual expenses over \$75. VA will require that additional individual expenses greater than \$75 be accompanied by a receipt and listed separately.

b. VA will accept aggregated receipts from a single employee for local telephone calls, local metropolitan transportation fares and parking meter fees if each line item is under \$75.

c. Approving officials may require a justification for any expense, including those below the threshold for providing receipts as indicated above based on official local written organizational policy.

d. VA employees will fax all required receipts in VA's ETS before submitting the voucher to their approving official.

e. If a receipt cannot be produced, VA employees will provide a written statement in lieu of a valid receipt. This statement will describe the circumstances, explaining why a receipt cannot be provided, and contain all of the information that would be included in a valid receipt, such as the service provider's name and address, date(s) of service, itemized expenses and total amount paid.

f. Acceptable evidence for POV ground mileage will include odometer readings of actual and necessary distance traveled for conducting official business. A comparison of actual mileage will be made against the number of miles calculated using Mapquest® as the principal standard for determining approved reimbursement. Other standards (e.g., Rand McNally, Yahoo) may be used if data is not available in Mapquest.com®. When the deviation exceeds 5 percent between the actual and standard (rounded up to the nearest mile), justification must be provided to the authorizing official.

3. Review. VA Approving Officials will review local travel claims submitted by employees for reimbursement. VA Approving Officials will return the voucher to the traveler for clarification or justification within 7 business days. VA Approving Officials will forward approved claims to the VA travel technician or VA's ETS to ensure payment within 30 calendar days. VA employees will include the written approval received with the travel claim.

4. Payment. VA will pay reimbursable amounts by direct deposit to the employee's financial institution. Under normal conditions, properly prepared local travel claims will be paid within 30 days of receipt. For more detailed policies relating to direct deposit and electronic funds transfer (EFT), see Volume VIII, Chapter 2, *Electronic Funds Transfer Requirement*, and for payroll payments to employees, see Volume XV, Chapter 6, *Payments*.

5. VA Individually-billed account (IBA) travel card. VA employees will use the IBA travel card to pay for authorized transportation expenses within the traveler's local commuting area when the employee has been given written approval (i.e., memorandum or email).

a. Authorized use of an IBA Travel Card for local travel includes taxis, tolls, local transit, parking, rental vehicle, and gas purchases for rental vehicles.

b. Unauthorized use of an IBA Travel Card for local travel includes ATM cash withdrawals, gas purchases for POV, and lodging and meals unless authorized per paragraph 070502B6a above.

c. If a travel authorization for local per diem expenses is authorized, the IBA Travel Card use is restricted to the per diem entitlement (i.e., lodging and meals). See 070502B6a for information on GETA and per diem exceptions in the local travel area.

See Volume XVI, Chapter 2, *Travel Charge Card*, for detailed procedures relating to the use of IBA.

0706 DEFINITIONS

070601 E-Gov Travel Service (ETS). The Government-contracted, end-to-end travel management service that automates and consolidates the Federal travel process in a self-service Web-centric environment, covering all aspects of official travel, including travel planning, authorization, reservations, ticketing, expense reimbursement and travel management reporting.

070602 Geographic Boundaries. The specific area defined by a field facility, when the 50-Mile Rule is not applicable, to set parameters for local travel purposes.

070603 Local Travel. Travel performed within an established local radius of the official duty station. The standard local radius will be 50 miles from the official station. A VA station may establish a local radius different from the standard radius based on counties, geographical boundaries or nearby cities. This local radius cannot exceed 50 miles, must be established in writing and approved by the Facility Director. For virtual employees, the local radius will be 50 miles from the virtual/mobile office.

070604 Mass Transportation. Any form of public transportation operated for use by the general public (i.e., buses, subways, ferries, commuter buses, trains and qualified van pools).

070605 Official Duty Station. The corporate limits of the city or town and any other established areas in which the employee's permanent work assignment is situated.

070606 Official Travel. Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency.

070607 Per Diem Allowance. A daily payment (also referred to as a subsistence allowance) instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses.

070608 Privately-Owned Vehicle (POV). Any vehicle such as an automobile, motorcycle, aircraft or boat, operated by an individual, that is not owned or leased by a Government agency and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

070609 Training. The process of providing for or making available to an employee and placing or enrolling the employee in a planned, prepared and coordinated program, course, or curriculum designed to improve individual and organizational performance and assist in achieving the agency's mission and performance goals.

070610 Temporary Duty (TDY) Location. A place away from an employee's official station where the employee is authorized to travel.

070611 Travel Authorization (TA). Written permission to travel on official business and may be Unlimited blanket, Limited blanket or Trip-by-trip.

070612 Travel Claims/Voucher. Written request, supported by documentation and receipts, where applicable, for reimbursement of expenses incurred in the performance of official travel.

070613 Virtual/Telework Employee. A virtual employee is one who performs work through the use of portable information technology and communications packages either on a part-time or full-time basis. A teleworker is required to report to the official duty station based on the written agreement. A virtual employee who works from the virtual/mobile office 5 days a week is not a teleworker as they perform permanent duties at a site other than the virtual/mobile office (VA Handbook 5011/5, Hours of Duty and Leave).

070614 Virtual/Mobile Office. A location or environment, which may include customer sites, hotels, cars or at home, where an employee performs work through the use of portable information technology and communications packages (VA Handbook 5011, Part II, Chapter 4).

0707 RESCISSIONS

070701 MP-1, Part II, Chapter 2, Paragraph M, Employee Travel Management, Local Travel of Employees.

0708 QUESTIONS

Questions concerning these financial policies and procedures should be directed as shown below:

VHA
VBA
All Others

VHA Accounting Policy (Outlook)
VAVBAWAS/CO/FINREP (Outlook)
Office of Financial Business Operations
Charge Card Oversight & Travel Policy Service
Travel Policy (Outlook)

APPENDIX A: LOCAL TRAVEL EXAMPLES

A. Example 1.

Situation: Lisa is stationed at the VA office in Cleveland. Her daily commute by POV is 30 miles round trip. Her boss wants her to go a conference at a hotel in the local commuting area. The distance from Lisa's home to the hotel is 50 miles round trip.

VA Reimbursement: Lisa would be reimbursed 20 miles net mileage over her normal daily commute.

Round trip from home to conference:	50 miles
Less round trip from home to work:	<u>- 30 miles</u>
Net mileage reimbursement	20 miles x mileage rate

B. Example 2.

Situation: Jill is stationed at the VA Medical Center in Kansas City. Her home is 20 miles from work. Jill's boss wants her to attend a meeting at another agency in the afternoon (7 miles from work). Jill returns home from the meeting location (10 miles to home).

VA Reimbursement: Jill *is not* authorized for local mileage reimbursement, since the distance traveled is less than the ordinary round trip commuting distance to work.

Home to work:	20 miles
Work to meeting:	7 miles
Meeting to home:	<u>10 miles</u>
Total mileage for day:	37 miles

Round trip from home to work: 40 miles

C. Example 3.

Situation: Gary is stationed at VA Central Office in Washington, D.C. He pays \$10 a day out of pocket for Metro services. Gary's boss wants him to attend a conference in Crystal City (30 miles from Gary's home). Gary drives his car.

VA Reimbursement: Gary would be reimbursed 60 miles round trip reimbursement minus \$10 a day Metro costs.

Home to conference:	30 miles
Conference to home:	<u>30 miles</u>
Total mileage for day:	60 miles x mileage rate - \$10 Metro costs benefits

D. Example 4a (Teleworker).

Situation: Sarah is a teleworker. She works from her virtual office (home) on Monday and Friday and reports to her official duty station on Tuesday, Wednesday and Thursday. Her home is 30 miles from the official duty station. Her boss wants Sarah to attend training on Monday and Tuesday. The training site is 20 miles from Sarah's home.

VA Reimbursement: The reimbursement would be calculated separately for Monday and Tuesday.

Monday:

Home to training: 20 miles
Training to home: 20 miles
Total mileage for the day: 40 miles x mileage reimbursement (There is no deduction for a daily commute as virtual office is home.)

Tuesday:

Round trip home to training: 40 miles
Less round trip home to work: - 60 miles
Total mileage for the day: - 20 miles (there is no reimbursement)

E. Example 4b (Teleworker).

Situation: John is a teleworker. He works from his virtual office (other than home) on Thursday and Friday and reports to his official duty station on Monday, Tuesday and Wednesday. His home is 10 miles from his virtual office and 43 miles from the official duty station. His boss wants John to attend a conference on Wednesday and Thursday. The conference is 25 miles from John's home.

VA Reimbursement: The reimbursement would be calculated separately for Wednesday and Thursday.

Wednesday:

Round trip home to conference: 50 miles
Less round trip home to work: - 86 miles
Total mileage for the day: - 36 miles (there is no reimbursement)

Thursday:

Round trip home to conference: 50 miles
Less round trip home to virtual office: - 20 miles
Total mileage for the day: 30 miles x mileage reimbursement

F. Example 5a (Virtual Employee).

Situation: Charles is a virtual employee. He works from his virtual office (home) on a full time basis in Montgomery, Alabama. He is assigned to VA Central Office in Washington, D.C. His boss wants John to attend training on Monday. The training site is 20 miles from John's home.

VA Reimbursement:

Home to training:	20 miles
Training to home:	<u>20 miles</u>
Total mileage for the day:	40 miles x mileage reimbursement (There is no deduction for a daily commute as virtual office is home.)

G. Example 5b (Virtual Employee).

Situation: Pete is a virtual employee. He works from his virtual office (Memphis VA Medical Center) on a full time basis. He is assigned to VA Central Office in Washington, D.C. His home is 15 miles from his virtual office. His boss wants Pete to attend a conference on Wednesday. The conference is 25 miles from Pete's home.

VA Reimbursement:

Round trip home to conference:	50 miles
Less round trip home to virtual office:	- <u>30 miles</u>
Total mileage for the day:	20 miles x mileage reimbursement

H. Example 6a (Weekend/Non-Work Day Employee).

Situation: John is called into the office on Saturday (non-work day) by his supervisor. The office parking lot weekly cost is \$12 per day and John needs to park in the public parking lot incurring a cost of \$20.

VA Reimbursement:

Round trip home to office:	30 miles
Less daily commute	- <u>30 miles</u>
Total mileage for the day	0 miles (no reimbursement for commute)

Parking \$20 - \$12 = \$8; reimbursed as cost in excess of daily commute.


I. Example 6b (Weekend/Non-Work Day Employee).

Situation: Susan is called into the office on Sunday (non-work day) by her supervisor. Susan's only means of transportation into work is the public bus; she does not own a car. The bus that services her home does not run on Sundays. Susan took a taxi into the office on Sunday.

VA Reimbursement:

Daily cost of bus:	\$ 6.00 (round trip)
Cost of Taxi on Sunday:	<u>\$ 18.00 (round trip)</u>
Reimbursement	\$ 12.00

APPENDIX B: VA FORM 3079

 Department of Veterans Affairs		
REQUEST FOR TOKENS OR TICKETS		DATE OF REQUEST
TO <i>(Official authorized to issue tokens or tickets)</i>	KIND	NUMBER
	TOKENS	
	TICKETS	
FROM	OTHER	
<i>CERTIFICATION: I certify that the tokens or tickets requested will be used for official business only.</i>		
SIGNATURE OF AUTHORIZING OFFICIAL		
SIGNATURE OF PERSON RECEIVING TOKENS OR TICKETS		DATE RECEIVED

VA FORM
NOV 1993 (R) **3079**

