



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-ZA

23 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #7 - Fort A.P. Hill Local Commuting Area and Travel In and Around Permanent Duty Station

1. Applicability.

a. The local commuting area as defined by paragraph 5 of this policy is applicable to all personnel assigned for permanent duty at Fort A.P. Hill, Virginia.

b. Policy as defined by paragraph 6 is applicable to military and civilian employees assigned to the United States Army Garrison (USAG), Fort A.P. Hill.

2. Proponent. Resource Management Office (RMO).

3. References:

a. Joint Federal Travel Regulations (Volume 1 for Uniformed Service Members), Chapter 2, Part L, 1 October 2012.

b. Joint Travel Regulations (Volume 2 DoD Civilian Personnel), Chapter 2, Part L, 1 February 2012.

c. Defense Finance and Accounting Service (DFAS) Regulation 37-1, January 2000.

d. DoD Directive 4515.14, subject: Washington Local Commuting Area, 29 December 1998.

e. DoD Financial Management Regulation 7000.14-R, Volume 9, Chapter 4, Paragraph 0408, August 2012.

4. Purpose. The purpose of this policy statement is to:

a. Define the local commuting area for personnel conducting official business from their Permanent Duty Station (PDS), Fort A.P. Hill, VA.

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b. Designate responsibilities and prescribe procedures for military and civilian personnel assigned to USAG, Fort A.P. Hill for local travel in and around Fort A.P. Hill, also referred to as the Permanent Duty Station (PDS), and in the local commuting area.

c. Clarify when transportation expenses may be authorized or approved for local travel without the issuance of travel orders for military and civilian personnel assigned to USAG, Fort A.P. Hill.

5. Local Commuting Area. The Fort A.P. Hill local commuting area includes military installations, counties, cities and towns in Virginia, Maryland and the District of Columbia within a two hour drive of Fort A.P. Hill, VA. Driving time must take into consideration typical conditions for traffic congestion.

6. Policy.

a. When travel is performed within the local commuting area of the PDS, but outside of the PDS, authorization by a Travel Approving Official will be provided using the attached form or via a Travel Authorization through the Defense Travel System (DTS).

b. For the purpose of this policy, a Travel Approving Official is an official having Review and/or Approval Authority in DTS.

c. It is the responsibility of the Travel Approving Official to determine requirements for transportation, lodging, subsistence, and other expenses prior to requiring travel outside of the PDS.

d. Generally, travel orders are not necessary when it is known that the claim for travel expense involves only reimbursement for commercial transportation or mileage allowances for Privately Owned Conveyance (POC) use. In this instance, a Local Voucher will be created within DTS for payment of expenses incurred for local travel in the performance of official business. The employee will prepare the voucher within DTS listing the expenditures incurred and will submit it to the Travel Approving Official within five (5) business days of returning from local travel.

(1) When authorized or approved, a traveler who travels by POC is entitled to reimbursement at the prevailing rate per mile for the use of a POC per DoD Table or other evidence furnished by the traveler of the actual necessary distance traveled in conducting official business. In addition to the mileage, a traveler may be reimbursed for the actual cost of parking fees, ferry fees, bridge, and road and tunnel tolls in connection with the use of a POC. Payments of mileage allowance and reimbursement of the above listed expenses will be made only to the member defraying the expenses of operating the POC, regardless of the number of passengers who accompany the traveler.

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(2) When a POC is used for travel between an employee's residence or the PDS and one or more alternate work sites within the local commuting area, the employee will be paid for the distance that exceeds the employee's normal daily commuting distance. (Example: employee's one-way commuting distance to regular place of work is 7 miles each way. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, driving 18 miles. In this case, the employee is entitled to be reimbursed for the distance that exceeds his/her normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles (18+18-14=22). If this employee had traveled only 10 miles to the alternate work site, he/she would not be entitled to be reimbursed for the travel performed.

e. If individuals will be required to remain overnight at the Temporary Duty Travel (TDY) station, a Travel Authorization must be initiated through DTS and approved prior to travel.

f. Reimbursement for meals is not authorized unless travel is expected to last more than 12 hours. If travel is expected to last more than 12 hours, a travel order will be initiated and approved. In this case, the employee will be entitled to TDY as covered by the Joint Travel Regulations, Volume II and the Joint Federal Travel Regulations, Volume I.

g. POC will not be used for local travel when a government vehicle is available for use by the traveler. Approval for use of POC for local travel may be granted by a Travel Approving Official using the attached form, but only after the traveler's supervisor certifies that a government vehicle is not available. This form will be attached to the Local Travel Voucher as a substantiating document.

7. Point of Contact. Lisa Skinner, Resource Management Officer, at (804) 633-8102.



PETER E. DARGLE
LTC, AR
Commanding

DISTRIBUTION:

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Employee Name:

Date of Travel:

Destination:

Purpose:

Name of Travel Approving Official:

Government provided vehicle is available (Yes/No):

Traver is authorized to use POC for local travel (Yes/No):

Signature of Travel Approving Official

Date

Note: This form will be attached to Local Travel Vouchers in DTS as a substantiating document.