



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

REPLY TO  
ATTENTION OF:

IMME-RM

18 SEP 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade (FGGM) Policy Memorandum #48, Local Travel In and Around the Permanent Duty Station (PDS)

1. References:

- a. The Joint Federal Travel Regulation, Volume 1, Uniformed Service Members
- b. The Joint Travel Regulation, Volume 2, Department of Defense Civilian Personnel
- c. DoD Directive 4515.14, Subject Washington Local Commuting Area, 29 Dec 1998
- d. FGGM Policy #50, Subject Travel Policy for the Local Commuting Area
- e. FGGM Policy #49, Approval of Temporary Duty Travel Orders and Local Travel Claims

2. Purpose. To provide guidance to all U.S. Army Garrison Fort George G. Meade (USAG FGGM) personnel on local travel in and around the permanent duty station (PDS).

3. Applicability. This policy is applicable to all personnel assigned to and/or under the operational control of the USAG FGGM.

4. Policy. Local travel (in and around the PDS) is covered within the above references. When garrison employees are directed to conduct official business which requires local travel, Staff Directors will coordinate the use of a Government -owned vehicle (GOV) for that purpose from the Directorate of Logistics Transportation Motor Pool (TMP) using the attached request form (Enclosure1).

5. Specific Instructions.

- a. If a GOV is not available or if the Staff Director determines due to the requirements of the official business that private transportation is more advantageous to the Government, employees are authorized reimbursement of reasonable commercial transportation expenses (i.e. taxi), or reimbursement per established mileage rate if using a personal owned vehicle (POV).

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b. Commercial transportation expenses will not be reimbursed without the prior approval of the Staff Director or without a TMP issued statement of non-availability on a transportation support request (when a GOV is not available). Directors will ensure the individuals are reimbursed using a reduced mileage rate per the references above (para U2600 of reference a for military personnel; para C2500 of reference b for civilian employees) when an individual is directed to perform official business requiring local travel, and elects for his or her own convenience to use a POV without director approval, or in the absence of requesting a GOV.

c. Reimbursement for local travel expenses will be submitted by employee creation of a local voucher claim within the Defense Travel System (DTS). Program director approval of local travel claims within DTS signifies his or her assurance that consideration was given to using a GOV for the purpose of local travel.

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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