



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE VA 23801

JUN 1 2016

IMLE-ZA

FORT LEE POLICY NO: 03-16

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Travel Policy for the Local Commuting Area

1. References:

- a. The Joint Travel Regulations (JTR), October 1, 2014
- b. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation

2. Purpose. To provide guidance which defines the local commuting area reimbursement entitlements for all DoD military and Civilian personnel stationed on Fort Lee.

3. Applicability. This policy applies to all DoD military and Civilian personnel stationed on Fort Lee.

4. Policy. References 1a and 1b 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 Lee is defined as follows: Travel within Richmond, VA to include the cities of Petersburg, Hopewell, Colonial Heights and Virginia Counties of Prince George, Dinwiddie, Chesterfield, James City and Sussex.

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:

(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."

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(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 their duty station and then back to the principal residence upon completion 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 paragraphs 4 or 5a.

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. In a rare instance where DTS is not available, the claim will be prepared manually and submitted through supervisory channels to the applicable DFAS paying office on DD Form 151-2 if TDY orders were issued or on DD Form 1162 if no orders were issued.

6. Proponent. The Director, Resource Management Office (RMO), (804) 734-1058 is the proponent for this policy.



PAUL K. BROOKS
COL, LG
Commanding

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