

# How to Calculate Local POC Mileage



DEFENSE TRAVEL  
MANAGEMENT OFFICE

## Background

The mileage allowance for driving a Privately Owned Conveyance (POC) on official travel in the local area differs from the mileage allowance for driving a POC to go TDY in the following ways:

Local mileage is determined by using the POC's odometer (or acceptable alternative), instead of the Defense Table of Official Distance (DTOD).

Per JTR, par. 2805-C, the payable mileage allowance is reduced by the traveler's usual commute cost.

**Note 1:** In addition to the mileage allowance, the traveler may also be reimbursed for the actual cost of parking fees, ferry fares, as well as bridge, road and tunnel tolls. See [JTR, Appendix G](#) for more information.

**Note 2:** The examples shown below explain processes only. They may not reflect current mileage rates.

## How DTS Calculates Local Mileage Allowance

If you drove from your home or PDS directly to and from an alternate duty location, use your vehicle's odometer (or acceptable alternative) to calculate one-way miles; you can easily create a round-trip total in DTS. If you drove to multiple duty locations during the same day, enter round trip miles instead (see **Note 2**).

The remaining steps depend on whether you normally drive or take public transportation to commute.

**If you normally drive to work:** DTS subtracts the number of one-way miles you usually commute (DTS will prompt you to enter this) before multiplying by the mileage rate.

**Example:** You normally drive your 5 miles one-way to/from work. Today, you drove from home to an alternate work location 12 miles away. At the end of the day, you drove directly home.

**Calculation:** 12 miles (to alternate duty location) – 5 miles (normal commute) = 7 miles  
7 miles x \$0.575/mile (auto mileage rate) = \$4.03 (one-way)

**If you normally pay for transportation to work:** DTS calculates your mileage allowance based on one-way miles driven and then subtracts the cost of your normal one-way commute (DTS will prompt you to enter this).

**Example:** You normally pay \$5.00 one-way to take the subway to/from work. Today, you drove your car to an alternate work location 20 miles away. At the end of the day, you drove directly home.

**Calculation:** 20 miles (to alternate duty location) x \$0.5.75/mile (auto mileage rate) = \$11.50  
\$11.50 - \$5.00 (normal commuting cost) = \$6.50 (one-way)

**Note 1:** If the result of 2a or 2b is a negative number (for example, because you drove fewer miles to the alternate work site than you normally drive to your PDS, you will not receive a mileage allowance.



**Note 2:** If your official duties take you to multiple locations, enter your total official mileage for the day and your usual round-trip commute mileage or cost. DTS will calculate the appropriate mileage allowance.

**Example:** You live 20 miles from work (40 miles round trip). Today, you drove your car to work (20 miles), then to an alternate work location 18 miles away and finally drove 15 miles to your home.

**Calculation:** 20 miles + 18 miles +15 miles = 53 miles (total driven for the day)  
53 miles – 40 miles (normal round-trip commute miles) = 13 miles  
13 miles x \$0,575/mile (auto mileage rate) = \$7.48

### Using DTS to Claim Local Mileage Allowance

Here's how using DTS can ensure that you will always receive the correct mileage allowance:

1. On the Expenses > Mileage screen, use the **Expense Type** drop-down to select **Private Auto Mileage – Owner/Operator** if you drove your car or **Private Motorcycle Mileage – Owner/Operator** if you drove your motorcycle.
2. Enter the **Event Purpose**.
3. In the **From** field, select **Residence**. Two new radio buttons appear.
4. Select the radio button that identifies whether you usually drive to work or pay to commute. A new text box appears.
5. Enter your usual commute distance or cost into the new text box.

**NOTE:** If you traveled to/from a single location, enter one-way miles or cost. If you traveled to multiple locations, enter round trip miles or cost.

6. In the **To** field, enter your alternate work location.
7. Enter the **Date** you traveled.
8. Skip the **Method of Reimbursement** field (you can't change it), and in the **Miles** field, enter the number of miles that you drove on this day. DTS will perform the allowance calculation for you.

**NOTE:** If you traveled to/from a single location, enter one-way miles and check the "round trip" checkbox. If you traveled to multiple locations, enter total miles and do not check the "round trip" checkbox.

Figure 1 shows a DTS local voucher for a traveler who normally commutes to work and pays \$5.00/day one-way. On this day, the traveler drove 20 miles one-way from home to an alternate work location. At the end of the day, the traveler returned home from the alternate work location. The traveler enters one-way information, and checks the "round trip" checkbox to let DTS create a matching mileage expense for the return trip.



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### Mileage Expenses

Use this screen to enter mileage expenses for your trip. The In-and-around expense is used to record miles driven while at a specific location. An event purpose is required to describe the reason for local voucher travel. Click on the "Save Expenses" button to save these expenses.

**Mileage Expense #1**

\* Expense Type: Private Auto Mileage - Owner / Operator

\* Event Purpose: Meeting w/ Key Stakeholder

\* From: RES: Warrenton, VA    Profile Locations: RESIDENCE, DUTY STATION

\* To: Joint Base Andrews    Profile Locations: RESIDENCE, DUTY STATION

\* Date: 01/09/2015 (mm/dd/yyyy)

\* Method of Reimbursement: Personal

\* Miles ( 20 x Rate 0.575 ) - 5.00 = Cost \$ 6.50

Check box to create a separate expense for round trip:

\*  Normal one-way mileage from Residence to PDS:  
\*  Daily one-way commuting cost from Residence to PDS:  
(if do not normally drive to PDS)  
\$ 5.00

Figure 1: Entering Local Mileage (Residence to Alternate Worksite) in DTS

## In-and-Around Mileage

If you travel from your alternate work site to another location in your local area, you must claim that mileage as in-and-around mileage. Always enter this mileage as a separate expense on your local voucher. You may never combine in-and-around mileage and local mileage.

Figure 2 shows a local voucher entry for in-and-around mileage. The example shows a 22-mile round trip (based on the vehicle's odometer) to/from the Washington Navy Yard.

Mileage Expense #2

\* Expense Type: In-and-Around Mileage - Private Auto

\* Event Purpose: Meeting w/ Key Stakeholder

\* Location: Washington Navy Yard

\* Date: 01/09/2015 (mm/dd/yyyy)

\* Method of Reimbursement: Personal

\* Miles 22 x Rate 0.575 = Cost \$ 12.65

Figure 2: Entering Local Mileage (In-and-Around) in DTS

## References

For additional information about calculating local mileage, refer to the [Joint Travel Regulations](#). For more information on local vouchers, refer to the [Create a Local Voucher](#) trifold or the [Document Processing Manual, Chapter 5](#).