



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: USUHS Policy on Reimbursement for Local Travel

Instruction 9002

OCT 26 2012

(ASD)

ABSTRACT

This Instruction establishes policy regarding reimbursement for local transportation expenses incurred by federal civilian staff, faculty, and students; military members, staff, and faculty; and students assigned to the Uniformed Services University of the Health Sciences (USUHS).

A. Reissuance and Purpose.

This Instruction replaces PPM-003-2006 to:

1. Establish policy on reimbursement for local transportation expenses.

B. References. *See Enclosure 1.*

C. Policy.

Travelers are authorized reimbursement for local transportation expenses when approved by their designated Approving Officials as long as the travel is outside the limits of the boundaries of the established Permanent Duty Station (PDS). The Installation Commander may determine the boundaries of the PDS as long as it is not an arbitrary mileage radius.

1. Authority to Restrict Mileage: The Comptroller General has ruled that federal entities have the authority to restrict mileage where travel is performed in the vicinity of an official duty station. DoD Directive 4515.14 stipulates what are considered vicinities in the National Capital Region.

2. Mileage will not be reimbursed for travel to or from any points within the following PDS defined areas:

- a. The following Maryland counties and all points within: Prince George and Montgomery County.
- b. The following Virginia counties and all points within, as well as the cities that are surrounded by these counties: Arlington, Fairfax, Loudoun, and Prince William Counties, as well as the City of Alexandria.

c. The District of Columbia.

d. The following installations and offices: NSAB, Andrews AFB, Bolling AFB, Fort Belvoir, TRICARE Management Activity, the Pentagon, Fort Myer, Forest Glen Annex, USMC Quantico, Fort McNair, Ballston, and Crystal City.

3. Mileage will be reimbursed to the following counties and points within:

a. Maryland: Anne Arundel, Baltimore, Baltimore City, Calvert, Charles, Frederick, Howard, Hartford, St. Mary's, and Washington.

b. Virginia: Albemarle, Clarke, Culpeper, Fauquier, Greene, King George, Madison, Orange, Spotsylvania, Stafford (excluding MCB Quantico), and all cities and municipalities surrounded by these counties.

c. Pennsylvania: Adams County.

4. Reimbursement Rules:

a. Travel Orders: Orders should not be processed for travel to the counties where reimbursement is authorized unless an overnight stay is required. Travelers should file a local travel claim in DTS for reimbursement of mileage and authorized expenses. Approving officials must ensure that this Instruction is followed when approving any local travel requests.

b. Reimbursement for Parking: Travelers are authorized reimbursement for parking expenses at any meeting site away from their normal duty station and within the local area even if mileage is not allowed. Parking is not reimbursable at the normal duty station.

c. Reimbursement for Public Transportation: Travelers who wish to take public transportation to their off-site meeting or conference may receive Metro-Farecards from the University's Administrative Support Division (ASD) that are charged to their Department Cost Code. However, if ASD is unable to provide Metro-Farecards, travelers may be reimbursed for their Metro/bus fares.

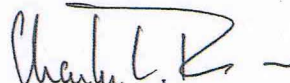
d. Reimbursement for Travel by Government Vehicle: The driver of the Government Vehicle is authorized reimbursement for any transportation expenses incurred while conducting official business in the local area. This includes parking and tolls. Reimbursement is not authorized for any parking citation or driving infraction.

5. Reimbursement for Mileage:

a. Travelers leaving from home and going directly to/from an approved off-site location within the localities listed in paragraph 2 are only authorized reimbursement for the excess mileage driven. For example, if the daily commute to USUHS is 20 miles, but the mileage to the off-site location is 25 miles, the traveler is authorized to claim 5 miles. If the mileage from home to the off-site is 20 miles or less, the traveler is not authorized to claim any mileage.

However, if the travel begins or ends at the traveler's regular office, reimbursement is authorized for the actual miles driven between the office and off-site location. Motor vehicle in use must be owned by, or on a long-term lease (12 or more months) to, the member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation.

D. Effective Date: This Instruction is effective immediately.



Charles L. Rice, MD
President

Enclosure:

1. References

REFERENCES

- (a) "The Joint Federal Travel Regulation, Volume I: Uniformed Service Members," by The Per Diem, Travel and Transportation Allowance Committee, DoD, dated August 1, 2001.
- (b) "The Joint Federal Travel Regulation, Volume II: DoD Civilian Personnel," by The Per Diem, Travel and Transportation Allowance Committee, DoD, dated February 1, 2005.
- (c) Comptroller General Decision B-191104, "Customs Service Inspectors Mileage and Per Diem," dated May 9, 1979.
- (d) DoD Directive 4515.14, "Washington Local Commuting Area," dated November 21, 2003.