

**BY ORDER OF THE COMMANDER
EGLIN AIR FORCE BASE (AFMC)**

**EGLIN AIR FORCE BASE
INSTRUCTION 65-102**



25 APRIL 2018

Financial Management

**USE OF PRIVATELY-OWNED
CONVEYANCE FOR OFFICIAL
TRAVEL WITHIN PERMISSIBLE
OPERATING DISTANCE (POD) OF
EGLIN AFB**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 96 CPTS/FMF

Certified by: 96 CPTS/FSO
(Ethan Blake, 2Lt)

Supersedes: EGLINAFBI65-102,
9 December 14

Pages: 5

This publication implements Air Force Policy Directive 65-1, *Management of Financial Services*. It provides guidance and procedures for the use of privately-owned conveyances (POC) within the prescribed permissible operating distance (POD) of Eglin AFB, on a reimbursable basis. It applies to all activities assigned or associated to Eglin AFB FL. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (96 CPTS/FMF) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include updated definitions for the terms “corporate area,” “local area,” and “commute area.” These definitions are provided for clarification of travel pay authorized for a reservist performing MPA, RPA and Annual Tour support to Eglin AFB and/or Duke Field.

1. Vicinity Travel Status. A person is in a vicinity travel status when directed to perform duty necessary to conduct US Government business within the POD of Eglin AFB. Official travel orders are not usually written for vicinity travel. Travel orders are required and will be published for any travel that requires overnight lodging.

2. Permissible Operating Distance (POD) for Vicinity Travel . The Eglin AFB POD consists of all points within the following zip codes: 32422, 32433, 32434, 32435, 32439, 32455, 32459, 32530, 32531, 32534, 32536, 32537, 32538, 32539, 32540, 32541, 32542, 32544, 32547, 32548, 32549, 32550, 32561, 32562, 32563, 32564, 32565, 32566, 32567, 32569, 32570, 32571, 32572, 32578, 32579, 32580, 32583, 32588, 36340, 36344, 36426, 36427, 36441, 36442, 36502, 36503, and 36504.

3. Authorized Transportation for Vicinity Travel.

3.1. When available, US Government vehicles will be used for travel within the POD. If vehicles assigned to the unit are inadequate or not available, additional vehicle support may be available through the 96th Logistics Readiness Squadron, Vehicle Dispatch Section (96LRS/ LGTO). Organizations should establish procedures to ensure government vehicles are not available prior to authorizing reimbursement for private vehicle vicinity travel. Orders approving authorities are authorized to certify nonavailability of government vehicles for the purpose of filing requests for reimbursements for vicinity travel using privately-owned conveyances as outlined in paragraphs 4 and 5. Block 8 of Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, will be used to certify nonavailability (i.e., Government vehicles were not available).

3.2. If civilian employees choose to use a POC as a matter of personal preference and this request is authorized by the approving official, reimbursement will not exceed the cost of a Government Travel Request.

3.3. Reimbursement will not be made for transportation between home and permanent duty station.

3.4. When two or more personnel travel on the same trip and in the same vehicle, reimbursement will only be made to the owner/operator of the vehicle.

4. Vicinity Travel Approving Authorities. Approving authorities will be orders issuing/ approving authorities. Memorandums of designation must be on file within the Travel Section (96 CPTS/FMF).

5. Completion/Processing Claims for Reimbursement of Expenditures.

5.1. The claimant prepares SF 1164 and enters all pertinent information by the line and column designations. Preferred means of filing for reimbursement is through Defense Travel System (DTS); however, if claimant does not have access to DTS, the following steps will be performed on a hard copy SF 1164.

5.2. As trips are made, the claimant enters the dates, points of departures/destinations, and the mileage based on odometer readings.

5.3. For repeated travel, all required information must be furnished for the first trip. Subsequent trips may be claimed by specifying the dates travel was performed. Only identical trips may be considered.

5.4. The claimant will sign and date the SF 1164 (certifying the claim is correct and proper), and forward it to the unit's Resource Advisor for inclusion of the applicable accounting data. The SF 1164 will then be submitted to the approving authority as outlined in paragraph 4. Upon approval, submit the SF 1164 to 96 CPTS/FMF for payment.

5.5. Reimbursement may be requested weekly or monthly; do not submit more than one month on each form. All claims must be filed not later than the 10th of the month following the month of travel except for the end of the fiscal year (FY). You must file the SF 1164 by FY end or advise 96 CPTS/FMF, in writing, before FY closeout of the number of trips and mileage involved so funds can be reserved for payment.

6. Reservists.

6.1. The following definitions are provided for clarification of travel pay authorized for a reservist performing MPA, RPA and Annual Tour support to Eglin AFB and/or Duke Field.

6.1.1. Reservists performing tours of duty at Duke Field are considered to be residing within the "CORPORATE AREA" if they reside within any of the following zip codes: 32433, 32434, 32435, 32439, 32530, 32531, 32536, 32537, 32539, 32540, 32541, 32542, 32544, 32547, 23548, 32549, 32550, 32564, 32566, 32567, 32569, 32570, 32572, 32578, 32579, 32580, 32583, and 32588. Reservists residing within the corporate area are NOT entitled to any type of travel or transportation allowance.

6.1.2. Reservists performing tours of duty at Eglin AFB are considered to be residing within the "CORPORATE AREA" if they reside within any of the following zip codes: 32434, 32439, 32459, 32531, 32536, 32537, 32539, 32540, 32541, 32542, 32544, 32547, 32548, 32549, 32550, 32563, 32564, 32566, 32567, 32569, 32578, 32579, 32580, and 32588. Reservists residing within the corporate area are NOT entitled to any type of travel or transportation allowance.

6.2. IAW JTR, Chapter 2, para 0206, the local area is defined as "the area within the Permanent Duty Station (PDS) limits and the metropolitan area around the PDS served by the local public transit systems; the local commuting area as determined by the AO or local Service or DoD Agency; and the separate cities, towns, or installations among which the public commutes on a daily basis."

6.2.1. Reservists performing tours of duty at Duke Field are considered to be residing within the "COMMUTE AREA" if they reside within any of the following zip codes: 32427, 32437, 32455, 32459, 32461 32501, 32502, 32503, 32504, 32505, 32506, 32508, 32509, 32511, 32514, 32526, 32533, 32534, 32561, 32562, 32563, 32565, 32571, 36427, 36441, and 36442. IAW JTR, Chapter 3, Table 3-6, reservists residing within the commute area are entitled to the current mileage rate for one round trip to and from their residence and duty station. No other type of travel or transportation allowance is authorized.

6.2.2. Reservists performing tours of duty at Eglin AFB are considered to be residing within the "COMMUTE AREA" if they reside within any of the following zip codes: 32427, 32433, 32435, 32437, 32455, 32459, 32501, 32502, 32503, 32504, 32505, 32514, 32530, 32534, 32538, 32561, 32562, 32565, 32570, 32571, 32572, 32583, and 36442. IAW JTR, Chapter 3, Table 3-6, reservists residing within the commute area are entitled to the current mileage rate for one round trip to and from their residence and duty station. No other type of travel or transportation allowance is authorized.

6.3. Any reservist residing outside the above-defined local area is entitled to receive travel pay and per diem while performing required operations on either Duke Field or Eglin AFB.

EVAN C. DERTIEN, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

JTR Chapter 2, *Uniformed Service Members and DoD Civilian Employees*, 1 October 2014

JTR Chapter 7, *Uniformed Service Members and DoD Civilian Employees*, 1 October 2014

Abbreviations and Acronyms

DTS—Defense Travel System

FY—Fiscal Year

MPA—Military Personnel Appropriation

O&M—Operations and Maintenance

PDS—Permanent Duty Station

POC– Privately—Owned Conveyance

POD—Permissible Operating Distance

Prescribed Forms

NONE

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

SF 1164, *Claim for Reimbursement for Expenditures on Official Business*