

**BY ORDER OF THE COMMANDER
JOINT BASE LANGLEY-EUSTIS**

**JOINT BASE LANGLEY-EUSTIS
INSTRUCTION
65-101**



23 SEPTEMBER 2022

Financial Management

***REIMBURSEMENT FOR TRAVEL IN
THE VICINITY OF JOINT BASE
LANGLEY-EUSTIS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. It establishes procedures for authorized transportation expenses incurred by the Department of Defense employees and military personnel while conducting official business in the local area of Joint Base Langley-Eustis (JBLE). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to the Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF. Compliance with attachments is mandatory.

SUMMARY OF CHANGES

The JTR established new DoD policy and guidance associated with local area travel since the last update to this instruction in 2015. This change captures the current guidance regarding reimbursement for travel in or around the local area of the traveler's PDS. The local area has been updated to reflect Hampton Roads cities and counties as of June 2022 (**paragraph 2.1**). Updates to regulation references, policies and responsibilities have been made to include the addition of Approving Official duties (**paragraphs 2.2, 2.3, 2.4, 2.5**)

Chapter 1

General Information

1.1. Purpose. This instruction prescribes policies and procedures for reimbursement in regards to travel within the local area of Joint Base Langley-Eustis, Virginia.

1.2. Scope. This publication applies to all personnel physically assigned within the local area of Joint Base Langley-Eustis, serviced by the 633 CPTS. Local area restrictions apply to all Active Duty Military, Guard and Reserve, dependents, DoD civilians and contractors.

1.3. Administrative. The 633 CPTS Financial Operations Flight (FMF) is the OPR for management of this program.

1.4. Location and Hours of Operation.

1.4.1. The 633 CPTS/FMF office is located at 45 Nealy Avenue Suite 109, Langley AFB, Virginia.

1.4.2. The 633 CPTS/FMF office hours of operation are Monday through Friday, 0900-1500 via walk-in consultations and electronic means of communication. Changes to days and times will be distributed to the base population through official channels.

1.5. Emergencies. In case of emergency, travelers will contact their unit First Sergeant. The 633 CPTS/FMF Financial Services Officer (FSO) will ensure all appropriate reporting is completed. Travel allowances due to Emergency Leave, as defined by the Joint Travel Regulations and applicable AFIs, is separate from the guidance found in this instruction.

Chapter 2

Local Area Travel Reimbursement

2.1. Local Area. For the purpose of this instruction, the Hampton Roads area is considered the local area and vicinity of JBLE within which DoD travelers are eligible for reimbursement. In this context, Hampton Roads includes the area encompassing the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg and the counties of Gloucester, Isle of Wight, James City, Mathews, Southampton, Surry, York and the counties of Currituck and Gates County of North Carolina.

2.2. Approval. Claims for travel in and around the PDS will be submitted via DTS to the extent possible and paid when approved as advantageous to the government by appropriate AO in accordance with the JTR, Chapter 2 Section 0206. Designated AO's may not approve their own vouchers for payment.

2.3. Submission of Claims. If a traveler conducts travel within the vicinity of the PDS for official business away from his or her normal duty location on a regular basis, claims for reimbursement must be submitted either monthly or after five consecutive trips, whichever occurs first.

2.4. Entitlement. Reimbursement of mileage allowance will be made in accordance with rates established in the JTR for both military members and civilian employees. For travel by privately owned vehicle within the PDS local area, mileage will be based upon odometer reading or other evidence furnished by the traveler involved as to the actual distance traveled. Travelers may be reimbursed for actual costs of ferry fares, tolls, etc.

2.5. Authorizing Official. The AO, as determined by the funding source for travel, will determine whether travel is necessary and appropriate to the mission, ensure that all expenses claimed by the traveler are valid, and authorize or approve the valid expenses. Expenses must not be approved if they are inflated, inaccurate, or higher than normal for similar services in the locality. If the JTR indicates an expense, allowance, or other item must or may be authorized (such as the mode of transportation), the AO must give permission before the action takes place. Likewise, if the JTR indicates "may or must be approved," then the AO may or must give the traveler permission after the action takes place.

GREGORY S. BEAULIEU, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Joint Travel Regulations, 1 June 2022

Prescribed Forms

None

Adopted Forms

AF Form 673, *Department of the Air Force Publication/Form Action Request*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB – Air Force Base

AO – Authorizing Official

CPTS – Comptroller Squadron

DTS – Defense Travel System

OPR – Office of Professional Responsibility

PDS – Permanent Duty Station

Terms

Authorizing/Order Issuing Official – The official who directs travel and/or has responsibility for the funding of travel.

Mileage Allowance – A rate per mile in lieu of reimbursement of actual POC operating expenses. For current rates, reference the Defense Travel Management Office website.

Privately Owned Vehicle (POV) – A motor vehicle, including an airplane, boat, or helicopter that is owned or leased for personal use. A POV is not owned, leased, or chartered by the Government. The POV must be self-propelled, licensed to travel on public highways (for land travel), and designed to carry passengers.

Traveler – A traveler is anyone who travels on official business for DoD. Travelers fall into three groups: Service members, civilian employees, and other travelers. JTR allowances may differ among these groups due to law or other regulations.