

**BY ORDER OF THE COMMANDER
JOINT BASE MCGUIRE-DIX-
LAKEHURST**

**JOINT BASE MCGUIRE-DIX-LAKEHURST
INSTRUCTION 65-101**

23 JUNE 2015

Financial Management

VICINITY TRAVEL



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lieutenant Colonel
Phelemon T. Williams II)

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This instruction establishes procedures for the authorization of any reimbursement to individuals for their use of privately owned vehicles (POV) in performance of official business. It incorporates and clarifies instructions contained in the Joint Federal Travel Regulation (JFTR) and DODFMR Vol 9 *Travel policy and Procedures*, 5 April 2010. This regulation applies to all units (active, reserve, and guard) assigned or attached to Joint Base McGuire-Dix-Lakehurst for travel pay support.

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. 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 Air Force.

SUMMARY OF CHANGES

This document has administrative changes. Major changes include: Renumbering of unit designation, correcting the name of current commander and adding the proper submission process.

1. POV Used For Official Business. Reimbursement for the use of a POV in the performance of official business is restricted to the local area. The local area or vicinity travel area from Joint Base McGuire-Dix-Lakehurst includes the following:

1.1. The entire state of New Jersey.

1.1.1. In Pennsylvania, from the Walt Whitman Bridge, west on I-76 to the intersection of Route 1 north, then north on Route 611, north on Route 263, northeast on Route 202 to border.

1.1.2. In New York, New York City (NYC), all five boroughs of NYC, Long Island, and West Chester County.

1.2. Reimbursement may be authorized for transportation expenses which are necessarily incurred by members in the conduct of official business in and around their duty station. Authorization requires a determination by the squadron commander/staff agency chief that the vicinity travel is more advantageous to the government. Vicinity travel payments include claims for mileage, actual commercial or carrier costs, toll fees and parking fees. All travel outside the designated vicinity travel area and all overnight tours must be performed per Temporary Duty (TDY) orders. Reimbursement will not be approved for vicinity travel performed:

1.2.1. For personal convenience or preference.

1.2.2. Between place of duty and domicile.

1.2.3. Between place of duty and place where meals are taken.

2. Vicinity Travel Approval.

2.1. Geographically Separated Units (GSUs). Commanders or their designees may authorize or approve use and payment of transportation incurred at personal expense for personnel who perform official business within their duty station or within the local area of the duty station. The local area is the limits of the duty station and metropolitan area surrounding the duty station which is ordinarily serviced by local common carrier or within a local commuting area of the duty station. A local area may also include separate cities, towns, or installations located adjacent to or in close proximity of each other within which the commuting public travels during normal business. An arbitrary mileage radius cannot be used to establish the local area per Comptroller General Decision B-196049, 21 April 1980.

2.2. The clinic commander, clinic administrators or approved administrators are authorized to approve vicinity travel for patients referred to authorized civilian or other military medical facilities falling within the vicinity travel area described in paragraph 1. Approval for patient travel must be obtained prior to commencing travel.

2.3. The commander or appointed representative of the 514th Air Mobility Wing will approve all claims for vicinity travel. All claims will be submitted through the 514 AMW/FMA prior to being submitted to the 87 CPTS/FMF for payment.

2.4. The commander or appointed representative of the 108th Air Refueling Wing will approve all claims for vicinity travel performed by its unit members.

2.5. All other claims for vicinity travel must be approved by the traveler's squadron commander (or their designees) or wing staff agency division chief (or their designees).

3. Claims for Reimbursement. Claims for reimbursement will be submitted through the Defense Travel System (DTS) and approved through the applicable member's unit. If a unit is not able to access DTS then the submission will be made to the financial services office on Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*. Although all items to be completed are self-explanatory, the following information is provided by specific items indicated:

3.1. Item 1, show the complete address of the traveler's unit of assignment to include office symbol.

3.1.1. Item 6(c) and (d), if claim is for reimbursement of mileage or transportation expenses indicate complete address for points of travel.

3.1.2. Item 8, approving official will type or print his/her name and duty title; digital signature is recommended.

3.1.3. Accounting classification. The approving official will indicate in the last block on the form the Responsibility Center Cost Center to be charged when the claim is paid.

JAMES C. HODGES, Col, USAF
Commander, Joint Base McGuire-Dix-Lakehurst

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

DODFMR Vol. 9, *Travel policy and Procedures*, 01 May 2010

AFMAN 33-363, *Management of Records*, 01 March 2008

Comptroller General Decision B.196049, 21 April 1980

Prescribed Forms

No forms prescribed.

Adopted Forms

Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

POV—Personally Owned vehicle

JFTR—Joint Federal Travel Regulations

DODFMR—Department of Defense Financial Management Regulation

OPR—Office of Primary Responsibility

AF IMT—Air Force Information Management Tools

MAJCOM—Major Command

RDS—Records Disposition Schedule

NYC—New York City

TDY—Temporary Duty Orders

GSU—Geographically Separated Units

DTS—Defense Travel System