

**BY ORDER OF THE COMMANDER
OF THE 502D AIR BASE WING**

**JOINT BASE SAN ANTONIO
INSTRUCTION 65-101**



26 JULY 2024

Financial Management

VICINITY TRAVEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 65-1, *Management of Financial Services*, and the Joint Travel Regulations. This instruction establishes procedures for the authorization of, and reimbursement to, individuals who use a privately owned conveyance (POC) in the performance of official government business within the local area. This instruction applies to all personnel and units to include active duty, Air National Guard, Air Force Reserve, and civilians serviced by the 502d Air Base Wing, 502d Comptroller Squadron, Joint Base San Antonio, Texas. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Executive Order 11609 of July 22, 1971, Executive Order 11012 of March 27, 1962, Executive Order 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. Ensure all records generated as a result of processes prescribed in this publication adhere to 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. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented or extended. 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 been rewritten and should be completely reviewed. Changes include removing outdated regulations, updated links, DTS procedure, and included additional mileage limitation.

1. Roles and Responsibilities.

1.1. Senior commander or senior Service commander. When two or more installations are in close proximity, the senior commander or senior Service commander should determine the local area.

1.2. Government Owned Vehicle (GOV) should be used to the fullest extent to satisfy local travel requirements. To accomplish this and conserve travel funds, managers at all levels must, where possible, schedule requirements well in advance preferably NLT 72 hours prior to executing local area travel.

1.3. Traveler. When advised of a local travel requirement, the individual should request government vehicle support from the 502d Logistics Readiness Squadron Distribution Deployment Operations Office (502 LRS/LGRDDO) via their Vehicle Control Official or Unit Commander.

1.4. Orders Issuing/Approving Official. When government vehicle support is not available, determine alternate mode of transportation. If a POC is determined advantageous, inform the traveler. Note: Members cannot be directed to use a POC for official business.

1.5. Ground Transportation Office. Where possible, provide government vehicle support to satisfy local travel requirements. If government vehicles cannot be made available, advise the requester, and provide a non-availability letter.

1.6. Members traveling outside the approved local area on official business shall be on orders (DTS or Verbal).

1.6.1. Members requesting a GOV for travel outside the local area must present orders or documentation that travel has been verbally approved by the approving official and GOV travel has been directed.

2. GOV Usage.

2.1. Government vehicles assigned to the unit should be used to the fullest extent to satisfy local travel requirements. If a unit is not assigned a government vehicle the Logistics Readiness Squadron (LRS) fleet should be used as a primary means of official transportation.

2.2. To schedule a GOV, members must first coordinate with unit Vehicle Control Official to check availability of unit vehicle. If the unit GOV is not available, members will complete the JBSA Vehicle request memo and forward completed documents to 502 LRS/LGRDDO. The 502 LRS/LGRDDO requires as much advance notice as possible to ensure vehicles are available for use.

2.2.1. If multiple individuals are traveling to a similar event at a similar time, Ground Transportation Operations Center may consolidate requests to maximize vehicle usage.

2.3. Orders Issuing/Approving Official. When government vehicle support is not available, the approving official determines the alternate mode of transportation. If a POC is determined advantageous, inform the traveler. Note: Individuals cannot be directed to use a POC for official business.

3. POC use for Official Business.

3.1. Reimbursement for the use of POC in the performance of official business is restricted to the local area as defined in [paragraph 3.2](#).

3.2. Reimbursement may be authorized for vicinity transportation expenses which are necessarily incurred by individuals in performance of official business in and around their duty station and within the local area. Authorization requires Squadron Commander/Director/Staff Agency Chief determination that POC 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 funded Temporary Duty (TDY) orders. Per Diem is not authorized within the local area unless a member is on TDY orders.

4. Vicinity Travel Approval.

4.1. Authorization for reimbursement requires a determination by the traveler's Squadron Commander/Director/Staff Agency Chief and/or the members Approving Official that the vicinity travel or travel in the local area is (1) more advantageous to the government, and (2) for official business. 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. See [paragraph 4.2](#) for the JBSA local area. 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.

4.2. The local area for JBSA is defined as: any destination in the following Texas counties: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, Wilson and the corporate limits of San Marcos, Texas. See [Attachment 2, Figure A2.1](#) for the map of the local area.

4.3. 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 4.2](#). Approval for patient travel must be obtained prior to commencing travel.

4.4. Reimbursement will not be approved for vicinity travel performed for the following reasons:

- 4.4.1. Travel for personal convenience or preference (i.e., not on official business).
- 4.4.2. Travel between place of duty and domicile.
- 4.4.3. Travel between place of duty and place where meals are taken.

5. Claims for Reimbursement.

5.1. Claims for reimbursement will be submitted through the Defense Travel System (DTS) as a Local Voucher and approved through the applicable individual's unit. If a unit is not able to access DTS then the submission will be routed through the Financial Services Office.

5.2. DTS Procedures.

- 5.2.1. Individual will generate a Local Voucher in DTS.

- 5.2.2. Under Finances tab, select Expenses to create an expense item.
- 5.2.3. Under Mileage Expenses drop-down menu, select Private Auto - Local Area if a GOV was not available. Travelers must upload a copy of the non-availability letter from vehicle operations to be reimbursed. If non-availability letter is not uploaded member is reimbursed as if GOV was available and a POC was utilized.
- 5.2.4. Select Private Vehicle - GOV Auth & Avail if the unit has available government owned vehicles (GOVs) but the individual decided to drive their POC.
- 5.2.5. Select Private Vehicle - GOV Auth & Avail if LRS had available GOV but the individual decided to use POC.
- 5.2.6. Individuals must put the purpose of the transportation as well as the locations where travel was performed on the Local Voucher to be reimbursed.
- 5.2.7. Individuals must keep track of their mileage via the vehicle's odometer.
- 5.2.8. Assign the appropriate line of accounting within DTS, usually the unit's line of accounting unless otherwise specified/directed.
- 5.2.9. Sign the local voucher and use appropriate routing list for the unit funding the expenses.
- 5.2.10. Individuals must file claims within 5 working days following completion of travel. Individuals having multiple claims within a single month may elect to file a single claim on a monthly basis. These claims should be routed for approval by the fifth working day of the month for travel that occurred in the prior month.

6. Mileage Rate allowed.

- 6.1. The availability of GOV determines the mileage rate applicable for individuals traveling in the local area.
- 6.2. If an individual obtains a GOV no reimbursement exists.
- 6.3. If a GOV is not available individual is authorized "TDY mileage rate". Travelers must upload the non-availability letter from LRS into DTS to be authorized the TDY mileage rate.
- 6.4. If a GOV is available but the individual elects to use a POC traveler is limited to the "Other Mileage Rate".
- 6.5. If a GOV is already making the trip and the individual elects to use a POC, no reimbursement exists.
- 6.6. Mileage rates can be found at <https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rate>.

6.7. Mileage Limitation .

- 6.7.1. If traveler ordinarily travels by POC to and from the residence and Permanent Duty Station (PDS) and one or more alternate work sites within the local area, TDY mileage is paid for the distance that exceeds the normal commuting distance.
- 6.7.2. If the traveler does not ordinarily travel by POC to and from the residence and PDS and one or more alternate work sites are within the local area, TDY mileage is paid for the

distance driven, less the traveler's ordinary transportation costs to get to work and back home.

6.7.3. Example 1. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler drives from the residence to PDS (10 miles) and then to alternate work site #1 (30 miles). The traveler returns to residence (25 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (20 miles). The traveler is paid TDY mileage for 35 miles ($30 + 25 - 20 = 35$).

6.7.4. Example 2. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles ($50 + 25 + 10 - 70 = 15$).

6.7.5. Example 3. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler is not authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

RUSSELL D. DRIGGERS, Brigadier General, USAF
Commander

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

Joint Travel Regulation (JTR) Uniformed Service Members and DOD Civilian Employees

Comptroller General Decision *B.196049*, 21 April 1980

DOD 7000.14R, *Department of Defense Financial Management Regulation Volume 9, Travel Policy*, 1 March 2024

AFPD 65-1, *Management of Financial Services*, 25 June 2018

AFI33-322, *Records Management and Information Governance Program*, 23 March 2020

Prescribed Forms

No forms prescribed.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

DTS—Defense Travel System

DoDFMR—Department of Defense Financial Management Regulation

GOV—Government Owned Vehicle

JTR—Joint Travel Regulations

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

PDS—Permanent Duty Station

POC—Privately Owned Conveyance (private automobile, motorcycle, and airplane).

TDY—Temporary Duty

Office Symbols

502 CPTS/CC—502d Comptroller Squadron Commander

502 LRS/LGRDDO—502d Logistics Readiness Squadron Distribution Deployment Operations Office

