

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE**

SCOTT AIR FORCE BASE INSTRUCTION 65-101



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Financial Management
VICINITY TRAVEL BY PRIVATELY
OWNED VEHICLE**

COMPLIANCE WITH THE PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 65-1, *Management of Financial Services*, and prescribes procedures used to establish conditions, controls, and authority to reimburse personnel for using a privately-owned vehicle (POV) or commercial transportation to conduct official business in and around the local area; applies to all contiguous 375th Air Mobility Wing personnel and tenant units. This instruction is applicable to the 932d Airlift Wing (AFRES) and is not applicable to the 126th Air Refueling Squadron (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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 Forms 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Publication control number changed to comply with AFI33-360, *Publications and Forms Management*, paragraph 2.10.4.2; **paragraph 2** added preferably 72 hours, changed Logistics Readiness Squadron Vehicle Operations (375LRS/LGRVO) to Logistics Readiness Squadron Distribution Deployment Operations (375LRS/LGRDDO); **paragraph 2.1.1** changed the reference to AFI 24-301, *Vehicle Operations*, paragraph 1.2.5.5. to AFI 24-301 paragraph 1.7.5.; changed each host base transportation squadron to Logistics Readiness Squadron (LRS)

Commanders/Directors; and **paragraph 3** changed reimbursement procedures from filing an SF 1164, *Claim For Reimbursement for Expenditures on Official Business*, to using the Defense Travel System (DTS).

1. Local Area Determination. The following counties; St. Clair, Clinton, Monroe, Madison and Washington in Illinois and St. Louis County in Missouri are included in the local area of Scott AFB IL. (Reference: **Attachment 2** of this instruction.)

2. Responsibilities. Government vehicles 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 at least 72 hours. The 375th Logistics Readiness Squadron Distribution Deployment Operations Office (375 LRS/LGRDDO), requires as much advance notice to assure availability of vehicle support. These procedures will be followed:

2.1. Traveler. When advised of a local travel requirement, the individual should request government vehicle support from the 375 LRS/LGRDDO.

2.1.1. In accordance with AFI 24-301 paragraph 1.7.5., Logistics Readiness Squadron (LRS) Commanders/Directors are required to establish a permissible operating distance (POD) (Reference: **Attachment 2** of this instruction) around the base in which Department of Defense (DoD)-owned or leased motor vehicles may operate without the approval of the host transportation squadron. The DoD maintains emergency and wartime requirements that cannot be met from commercial carriers. Requirements in excess of DoD capabilities shall be met by the use of commercial carriers. The POD is that distance from the installation that a government vehicle travels before competing with commercial carriers. The established Scott AFB POD is a 100-mile radius.

2.1.2. The following agencies are automatically exempt from the POD: Air Force Courier Transfer Stations, Armed Forces Courier Service, Air Force Bands, Air Force Academy, Air Force Office of Special Investigation, 375 LRS/LGRDF, 375LRS/LGRDDO, and Scott AFB Honor Guard when performing details. Other units that operate beyond this radius on a regular basis must submit a written request to 375 LRS/LGRDDO for approval to exceed the POD. Any unit that exceeds the POD on a one-time basis must coordinate the approval of the trip with the vehicle operations chief dispatcher (375 LRS/ LGRDDO) at commercial (618) 256-3201/DSN 576-3201.

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

2.3. Vehicle Operations Office. Where possible, provide government vehicle support to satisfy local travel requirements. If government vehicles cannot be made available, advise the requester.

3. Reimbursement Procedures. After travel is completed, the individual who was authorized travel by POV will:

3.1. File local voucher in DTS. Mileage expenses will be completed under “mileage” tab and non-mileage expenses will be completed under the “non mileage” tab.

- 3.2. Assign the appropriate line of accounting within DTS.
- 3.3. Sign the local voucher and use appropriate routing list for the unit funding the expenses.

MICHAEL HORNITSCHECK, Colonel, USAF
Commander

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

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFPD 65-1, *Management of Financial Services*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

DOD—Department of Defense

DTS—Defense Travel System

LRS—Logistics Readiness Squadron

POD—Permissible Operating Distance

POV—Privately-Owned Vehicle

SF—Standard Form

Attachment 2

MAP OF PERMISSIBLE OPERATING DISTANCE (POD)

Figure A2.1. Map of POD.

