

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

**TINKER AIR FORCE BASE INSTRUCTION
65-107**



**25 AUGUST 2011
Certified Current, 14 June 2023**

**Financial Management
LOCAL VICINITY TRAVEL**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 72 CPTS/FMO

Certified by: 72 CPTS/FMQ
(Janie Gould)

Supersedes: TINKERAFBI 65-105,
15 October 2002

Pages: 3

This instruction establishes and defines the local travel area and prescribes procedures for reimbursement to individuals for use of privately-owned vehicles when conducting official business in the local travel area. It is applicable to all personnel at Tinker Air Force Base. It applies to the Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. 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 publications/forms mangers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFM 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/gess-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This regulation has been substantially revised and must be completely reviewed. The revision includes updating references, correction of paragraph numbers and modifies the requirements for submission of claims.

1. EXPLANATION OF TERMS:

1.1. The local area in which the travel directing official may authorize and approve transportation expense for conducting official business is that area which encompasses the following Oklahoma counties: Canadian, Cleveland, Grady, Kingfisher, Lincoln, Logan,

McClain, Oklahoma, Payne, Pottawatomie, Seminole, and other locations subject to approval by the Financial Services Officer (FSO). Locations outside the local area will be considered when used for the purpose of local training when members are quartered and subsisted under field duty/conditions as well as being in group travel status.

1.2. The following sites are outside the counties stated above, but they are used during local field training exercises and will not be considered for transportation expense: Kegelman Field (Jet, OK); Vance AFB (Enid, OK); Woodring Municipal Airport (Perry, OK); Clinton Sherman Industrial Airpark (Burns Flat, OK); Fort Sill, OK; Altus AFB, OK; Fort Gruber, OK and Fort Chafee, AR or other locations determined necessary and approved by the 72 ABW Commander. This type of travel would not require reimbursement.

1.3. The normal commuting area for a reservist will be determined by the Senior Reserve Commander for the reservist coming to Tinker AFB to perform duty. After arriving at Tinker AFB all reservists travel will be governed by this regulation.

2. PROCEDURE: When a traveler is entitled to reimbursement of expenditures incurred within this area (see paragraphs 1.1. and 1.2.) submit the claim on a SF 1164, *Claim for Reimbursement for Expenditures on Official Business*. Submit claims for TDY performed in locations outside this area on DD Form 1351-2, *Travel Voucher or Subvoucher*, with one copy of the applicable travel order (including amendments) and pertinent receipts attached.

ROBERT D. LABRUTTA, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 1351-2, *Travel Voucher or Subvoucher (PA)*

SF 1164, *Claim for Reimbursement for Expenditures on Official Business (PA)*

Abbreviations and Acronyms

FSO—Financial Services Officer

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TDY—Temporary Duty Travel