

INFORMATION PAPER

SUBJECT: Use of Privately Owned Vehicle (POV) for Local Travel

1. **PURPOSE.** To inform commands of soldiers' entitlements to local travel reimbursement and the rules governing use of POVs for local travel.
2. **BOTTOM LINE.** Expenses necessarily incurred by soldiers conducting official business in the local area of their duty station (permanent or temporary) are reimbursable.
3. **DISCUSSION.**
 - a. Local travel is defined as travel within the vicinity of the duty station and the surrounding metropolitan area (within normal commuting distance). Local travel must be completed within 12 hours. Travel to areas outside the 12-hour limit requires travel orders (DD Form 1610) or use of arranged transportation. Before reimbursement for local POV travel can be authorized/approved, use of scheduled government buses, public transportation, or government non-tactical vehicles must be considered and used if cost and mission permit.
 - b. Commanders are responsible for appointing approval authorities who can grant permission for use of POVs when it is more advantageous to the government. Soldiers must determine that their unit/activity will reimburse them for local travel prior to performing the travel. Soldiers initiate claims for reimbursement using an SF 1164 (Claim for Reimbursement for Expenditures on Official Business) which must have an accounting classification. Commanders will review SF 1164s and route them through resource management to the local finance office.
 - c. Soldiers are encouraged to claim multiple trips within the same calendar month in order to reduce costs associated with processing claims and reduce time away from the work place. If local travel was authorized, claims on SF 1164s may be used for periods of up to 30 days and should not cross over different fiscal years (30 Sep XX – 1 Oct YY).
 - d. Reimbursement is based on mileage readings or other acceptable evidence furnished by soldiers. Also, soldiers may be reimbursed for the actual costs of parking fees, ferry fares, and tolls.
 - e. Payment for mileage and reimbursement of expenses is made only to the soldiers incurring the operating expenses, regardless of the number of passengers who accompany the member or contribute funds to defray any expenses.
 - f. Travel between the soldier's residence and one or more alternate duty sites will be limited to the distance that exceeds the soldier's normal commuting distance.

APPROVED: Mr. Stephen Bridges, Finance and Accounting Policy

Date: 4 December 2000