



United States Department of the Interior

FISH AND WILDLIFE SERVICE
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Memorandum

To: Service Directorate

From: Assistant Director – Business Management and Operations

Subject: Distinguishing the Differences between Temporary Duty (TDY) Travel and Local Travel Entitlements

The purpose of this memorandum is to clarify the policy for reimbursement of Personally Owned Vehicle (POV) mileage costs when employees are performing work for the Service. The memorandum from this office dated February 23, 2009, *Procedures to Claim Reimbursement for Expenditures on Official Business (Standard Form 1164) for Local Travel and Other Expenses*, highlighted the Department's policy regarding reimbursement of local travel costs.

Departmental Manual 347 DM 1, Travel Policy, states that reimbursement of POV mileage and other types of local travel costs are limited to costs incurred in excess of normal commuting costs for travel between the employee's residence and a location other than the employee's duty station.

Concerns have been expressed about the difference between the policy on local travel and the POV reimbursement policy for temporary duty (TDY) travel. Under the Federal Travel Regulation, no deduction of normal commuting costs is required when POV mileage or other types of local travel costs are claimed under TDY orders. Questions arose about whether employees could file travel vouchers for local trips to avoid reducing their local travel claims by their normal commuting costs. Except in very limited circumstances, this option is not available.

In order for a trip to qualify as TDY, it must meet both of the following conditions:

- The trip duration must exceed 12 hours.
- The destination must be at least 50 miles from both the employee's permanent duty station and residence. (In limited circumstances that require special approval, travel to a destination between 30-50 miles from the employee's duty station and residence may be approved as TDY.)

If both of these conditions are not met, then the trip is considered local travel and the employee can only claim reimbursement for travel costs in excess of normal commuting costs.



A travel authorization is required for a TDY trip and the travel voucher is processed through GovTrip. In addition to POV mileage and other transportation costs (e.g., tolls), the employee is entitled to a per diem amount equal to $\frac{3}{4}$ of the daily meals and incidental expenses rate for the destination.

The attached table includes more detailed information concerning the differences between TDY travel and local travel. For questions relating to travel policy, please contact George Keller, Chief, Division of Financial Management, at (703) 358-1742. If employees have specific questions on the application of the policy, employees should e-mail the Division of Financial Management's travel email box at GovTripSupport@fws.gov.

Attachment

Distinguishing Between Temporary Duty (TDY) Travel and Local Travel

	TDY Travel	Local Travel
<i>What is it?</i>	<p>TDY travel is any official travel that fulfills both of the following criteria:</p> <ul style="list-style-type: none"> • Greater than 12 hours in duration. • Further than 50 miles from both the employee's permanent duty station and residence. 	<p>Local travel is travel that does not meet the requirements of TDY travel. Employees performing local travel are not entitled to per diem reimbursement.</p>
<i>How do I obtain approval to conduct travel?</i>	<p>Employees must have a valid Travel Authorization prior to conducting TDY travel.</p>	<p>Employees should follow their Regional or internal office policies for approving local travel to ensure supervisors will cover their local travel expenses.</p>
<i>What mileage may I claim?</i>	<p>Mileage reimbursement for TDY travel by POV is paid at the full GSA mileage rate when use of a POV is advantageous to the Government.</p>	<p>Mileage reimbursement for local travel by POV is paid at the full GSA mileage rate if advantageous to the Government. However, the reimbursement is limited to costs in excess of normal commuting costs. This limitation applies to all local travel, including travel to training and travel on a scheduled telework day.</p>
<i>How do I claim reimbursement?</i>	<p>The traveler must create a travel voucher in GovTrip to claim reimbursement for TDY travel.</p>	<p>The traveler must file a Claim for Reimbursement for Expenditures on Official Business (SF-1164) to claim reimbursement for local travel.</p> <p>The traveler may not use GovTrip to submit a claim for reimbursement.</p>

Note: Examples of POV mileage claims for TDY travel and local travel are provided on the DFM website: dfm.fws.gov (see the "What's New" section).