



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D. C. 20240



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To: Service Directorate

From: Acting Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Use of Personal Vehicles while on Long-Term Extended Temporary Duty Travel

The Department of the Interior (DOI) has issued Financial Management Memorandum (FMM) 2016-029 clarifying mileage reimbursement of personally-owned vehicles (POV) while performing local travel during long term extended temporary duty travel (TDY). As a reminder, local POV mileage is already authorized in both the Department and FWS TDY handbooks for regular TDY. Also as a reminder, reimbursement of POV mileage for local travel to restaurants and other locations is not authorized when near a permanent duty station or while on permanent change of station (PCS) travel.

The Departmental FMM allows up to a 10 percent variance between the traveler's claim and what the approving official determines to be the correct mileage for both regular TDY and extended TDY. The U.S. Fish and Wildlife Service (Service) will adhere to this 10 percent rule for audits by the Interior Business Center (IBC), but Regions and Programs can be more restrictive. The 10 percent rule applies to travel from a residence or permanent duty station to the TDY location, travel from a residence to an airport, and local travel within the TDY duty area. Although a mileage printout is not normally required with voucher receipts, it can be required by approving officials and if audited by the IBC.

The Service cannot precisely define what a reasonable distance is for local travel since circumstances vary by location. However, in an urban area with a wide variety of restaurants available, the traveler should not need to drive to another urban area to eat. For example, if TDY is to Falls Church, Virginia, the traveler cannot claim mileage to downtown Washington, DC for meals.

If you have any questions, please contact your [Regional travel coordinator](#) or Marvin Wilson, Division of Financial Management, at (703) 358-1781 or [marvin\\_wilson@fws.gov](mailto:marvin_wilson@fws.gov).

Attachment