

### Local Travel Claim Examples

The following examples will help you to understand the rules when a Privately Owned Vehicle (POV) or other mode is used for local travel. These examples do not cover every possible scenario that you may encounter or explain details about claiming miscellaneous expenses. The focus of these examples is on transportation costs. We calculate POV mileage costs using the General Services Administration's ([GSA POV Mileage Reimbursement Rate](#)) chart, and these reflect the 2018 rate. Employees are eligible for reimbursement of the costs associated with local travel in excess of their normal commuting costs.

#### Example #1 – Local Travel via POV/Daily Commute via POV (departing from residence)

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>• Drives 40 miles round trip using POV</li> <li>• Pays \$5 toll</li> <li>• Pays \$20 parking fee</li> </ul>	<ul style="list-style-type: none"> <li>• Drives 20 miles round trip using POV</li> <li>• Pays \$3 toll</li> <li>• Pays \$10 parking fee</li> </ul>

Description	Mileage/Cost	Parking	Toll/Taxi	Total
Local travel to alternate work site	40 miles x \$0.545* per mile = \$21.80	\$20**	\$5**	\$46.80
– Daily commute	20 miles x \$0.545 per mile = \$10.90	\$10	\$3	-\$23.90
<b>= Eligible for reimbursement</b>	20 miles x \$0.545 per mile = \$10.90	\$10	\$2	<b>\$22.90</b>

\*2018 rate.

\*\*The employee cannot use his/her Government-issued charge card to pay the \$20 parking expense or \$5 toll in lieu of reimbursement, since only a portion is attributable to the local travel.

#### Example #2 – Local Travel via POV/Daily Commute (departing from permanent duty station)

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>• Drives 35 miles round trip using POV</li> </ul>	<ul style="list-style-type: none"> <li>• Drives 15 miles round trip using POV</li> </ul>

Description	Mileage/Cost	Parking	Toll/Taxi	Total
Local travel to alternate work site	35 miles x \$0.545 per mile = \$19.08	N/A	N/A	\$19.08
– Daily commute	0 miles	N/A	N/A	-\$0
<b>= Eligible for reimbursement</b>	<b>\$19.08</b>	<b>N/A</b>	<b>N/A</b>	<b>\$19.08</b>

In this instance, the employee drove to the alternate work site from his/her permanent duty station and returned. Since the commute was completed, costs do not need to be deducted.

### Example #3 – Local Travel via POV/Daily Commute via Mass Transit Subsidy

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>• Drives 40 miles round trip using POV</li> <li>• Pays \$10 toll</li> </ul>	<ul style="list-style-type: none"> <li>• Bus ride with \$0 fare from Government-provided transit subsidy program</li> <li>• If bus is not used, drives 20 miles round trip using POV</li> </ul>

Description	Mileage/Cost	Parking	Toll/Taxi	Total
Local travel to alternate work site	40 miles x \$0.545 per mile = \$21.80	N/A	\$10	\$31.80
– Daily commute	20 miles x \$0.545 per mile = \$10.90	N/A	N/A	-\$10.90
<b>= Eligible for reimbursement</b>	<b>20 miles x \$0.545 per mile = \$10.90</b>	<b>N/A</b>	<b>\$10</b>	<b>\$20.90</b>

The \$0 bus fare is not factored into the deduction because the subsidy program is only intended to cover the costs of commuting to/from an employee's permanent duty station and not local travel. The employee can use his/her Government-issued charge card to pay the \$10 toll expense in lieu of reimbursement.

### Example #4 – Local Travel via POV/Daily Commute via Carpool

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>• Drives 90 miles round trip using POV</li> </ul>	<ul style="list-style-type: none"> <li>• Carpools at a cost of \$50/month</li> <li>• If carpool is not used, drives 80 miles round trip using POV</li> </ul>

Description	Mileage/Cost	Parking	Toll/ Taxi	Total
Local travel to alternate work site	90 miles x \$0.545 per mile = \$49.05	N/A	N/A	\$49.05
– Daily commute	80 miles x \$0.545 per mile = \$43.60	N/A	N/A	-\$43.60
<b>= Eligible for reimbursement</b>	10 miles x \$0.545 per mile = \$5.45	N/A	N/A	<b>\$5.45</b>

In this instance, since the employee drove to the alternate work site, reimbursement is based on POV-related expenses and the carpool costs are not factored in.

### Example #5 – Local Travel via Taxi/Daily Commute via POV

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>Takes taxi at a cost of \$50</li> </ul>	<ul style="list-style-type: none"> <li>Drives 60 miles round trip using POV</li> </ul>

Description	Mileage/Cost	Parking	Toll/ Taxi	Total
Local travel to alternate work site	N/A	N/A	\$50	\$50
– Daily commute	60 miles x \$0.545 per mile = \$32.70	N/A	N/A	-\$32.70
<b>= Eligible for reimbursement</b>	N/A	N/A	N/A	<b>\$17.30</b>

In this instance, since the employee does not typically take a taxi to/from his/her permanent duty station, he/she should deduct the daily commuting mileage cost from the cost of the taxi. The employee cannot use his/her Government-issued charge card to pay for the \$50 taxi fee since only a portion is eligible for local travel reimbursement after the commute is deducted.

### Example #6 – Called in to Permanent Duty Station on Non-Work Day

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>Drives 20 miles round trip using POV</li> <li>Pays \$20 parking fee</li> </ul>	<ul style="list-style-type: none"> <li>Drives 20 miles round trip using POV</li> <li>Pays \$12 parking fee</li> </ul>

Description	Mileage/Cost	Parking	Toll/ Taxi	Total
Local travel to alternate work site	20 miles x \$0.545 per mile = \$10.90	\$20	N/A	\$30.90
– Daily commute	20 miles x \$0.545 per mile = \$10.90	\$12	N/A	-\$22.90
<b>= Eligible for reimbursement</b>	<b>\$0</b>	<b>\$8</b>	<b>N/A</b>	<b>\$8</b>

In this instance, the employee is called in to the office on a Saturday (non-work day) by his/her supervisor. The employee drives his/her POV as usual, but since it's the weekend, he/she has to pay \$20 to park instead of the usual \$12. The employee cannot use his/her Government-issued charge card to pay for the \$20 parking since only a portion is eligible for local travel reimbursement after the commute is deducted.

### Example #7 – Local Travel via POV/Daily Commute via POV or Telework

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>• Drives 80 miles round trip using POV</li> <li>• Pays \$5 toll</li> </ul>	<ul style="list-style-type: none"> <li>• Drives 50 miles round trip using POV 2 days per week (Telework agreement in place for 3 days per week)</li> </ul>

Description	Mileage/Cost	Parking	Toll/ Taxi	Total
Local travel to alternate work site	80 miles x \$0.545 per mile = \$43.60	N/A	\$5	\$48.60
– Daily commute	50 miles x \$0.545 per mile = \$27.25	N/A	N/A	-\$27.25
<b>= Eligible for reimbursement</b>	<b>30 miles x \$0.545 per mile = \$16.35</b>	<b>N/A</b>	<b>\$5</b>	<b>\$21.35</b>

In this instance, the employee's permanent duty station is still the office, regardless of the telework agreement. If an employee is asked to come in to the office on a regularly scheduled telework day, he/she is not eligible for reimbursement of commuting costs since it is his/her permanent duty station. The employee can use his/her Government-issued charge card to pay the \$5 toll expense in lieu of reimbursement.

### Example #8 – Local Travel via POV/Employee’s Home is Permanent Duty Station

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>• Drives 28 miles round trip using POV</li> </ul>	<ul style="list-style-type: none"> <li>• N/A - Employee's home is listed as his/her permanent duty station</li> </ul>

Description	Mileage/Cost	Parking	Toll/Taxi	Total
Local travel to alternate work site	28 miles x \$0.545 per mile = \$15.26	N/A	N/A	\$15.26
– Daily commute	0 miles	N/A	N/A	-\$0
<b>= Eligible for reimbursement</b>	<b>\$15.26</b>	<b>N/A</b>	<b>N/A</b>	<b>\$15.26</b>

In this instance, the employee’s residence has been designated as his/her permanent duty station in the telework agreement since the employee physically reports to his organizational station less than twice per pay period (see [226 FW 4](#)).

### Example #9 – TDY travel cancelled

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>• Drives 25 miles round trip using POV</li> </ul>	<ul style="list-style-type: none"> <li>• Drives 25 miles round trip using POV</li> </ul>

Description	Mileage/Cost	Parking	Toll/Taxi	Total
Local travel to alternate work site	25 miles x \$0.545 per mile = \$13.63	N/A	N/A	\$13.63
– Daily commute	0 miles	N/A	N/A	-\$0
<b>= Eligible for reimbursement</b>	<b>\$13.63</b>	<b>N/A</b>	<b>N/A</b>	<b>\$13.63</b>

In this instance, the employee drove to the airport for TDY travel. Due to a severe storm, all flights were cancelled and he/she returned home. Since the trip originated as TDY, his/her daily commute is not deducted and reimbursement is processed as local travel. The TDY authorization should be cancelled in the Electronic Travel System (ETS) with an explanation of what occurred.

### Example #10 – Local Travel is Less Mileage than the Commute

Local Travel to Alternate Work Site	Daily Commute to/from Permanent Duty Station
<ul style="list-style-type: none"> <li>• Drives 10 miles round trip using POV</li> </ul>	<ul style="list-style-type: none"> <li>• Drives 15 miles round trip using POV</li> </ul>

Description	Mileage/Cost	Parking	Toll/Taxi	Total
Local travel to alternate work site	10 miles x \$0.545 per mile = \$5.45	N/A	N/A	\$5.45
– Daily commute	15 miles x \$0.545 per mile = \$8.18	N/A	N/A	-\$8.18
<b>= Eligible for reimbursement</b>	<b>\$0</b>	N/A	N/A	<b>\$0</b>

In this instance, the employee is not eligible for any reimbursement for the local travel since his/her commute is greater.