



# United States Department of the Interior

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Washington, D. C. 20240

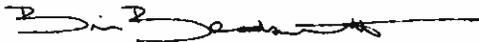


October 27, 2015

In Reply Refer To:  
FWS/DFM/061211

## Memorandum

To: Service Directorate

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

Subject: Amended Department of the Interior Temporary Duty Travel Policy

On August 7, 2015, the Office of Financial Management (PFM) issued the Department of the Interior (DOI) Temporary Duty (TDY) Travel Policy, Financial Management Memorandum (FMM) 2015-014. This policy revision, which is effective immediately, strengthens the DOI travel guidance in multiple areas. Key changes include, but are not limited to, the following:

- Greater delineation between local and TDY travel.
- Guidance on bypassing Concur or the travel management center for commercial flights.
- Clarification on cost comparisons.
- Guidance on capturing miscellaneous expenses in Concur.
- Emphasis on requirement for travelers to use compact rental cars.

Please ensure widespread distribution of the revised policy and supplemental guidance to all travelers, travel preparers and supervisors in your Region/Program.

Should you have questions, please contact Marvin Wilson, National Travel Policy Coordinator, Division of Financial Management, at (703) 358-1781 or [marvin\\_wilson@fws.gov](mailto:marvin_wilson@fws.gov).

### Attachments:

- Attachment 1 - FMM 2015-014 Amended DOI TDY Travel Policy
- Attachment 2 - Amended DOI TDY Travel Handbook
- Attachment 3 - FWS Clarification of Major Changes
- Attachment 4 - FWS TDY Travel Examples



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**AUG 07 2015**

FINANCIAL MANAGEMENT MEMORANDUM 2015-014 (Vol. X.A)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D. A. Glenn*  
Deputy Chief Financial Officer and Director  
Office of Financial Management

Subject: Issuance of Amended Department of the Interior Temporary Duty Travel Policy

In an effort to strengthen the Department of the Interior's (Interior) travel policy, the Office of Financial Management has amended the Interior Temporary Duty (TDY) Travel Policy document. The amended version shall be effective beginning February 1, 2015. Any travel that begins prior to this date shall be governed by the previous version of the Interior travel policy.

Changes to the policy cover multiple areas and are summarized as follows:

- Grants authority to Bureau or Office Associate Director for Administration or equivalent to approve case-by case exceptions from use of the E-Gov Travel System or the Travel Management Service providers.
- Revises some Interior travel receipt guidance to allow Bureaus and Offices to implement more stringent travel receipt requirements.
- Defines TDY travel as any travel that is 50 miles or more from a travelers official duty station and commuting residence, and notes that TDY travel is **not** contingent upon eligibility for per diem reimbursement.
- Iterates that supervisors may adjust the reduced per diem rates on authorizations to a day-by-day basis in accordance with the requirements of TDY travel.
- Grants Bureaus the authority to define when local transit systems will be used at TDY sites.
- Iterates that travelers may not purchase or be reimbursed additional insurance when authorized to operate a Government vehicle (GOV).
- Requires that when authorized to use common carrier transportation, the traveler will attempt to obtain a GOV if driving to the TDY site is elected based on personal preference. If a GOV is available and the traveler chooses to use their own personal vehicle, the mileage reimbursement rate will be reduced to the prescribed mileage rate.
- Reminds travelers that if a rental car is intended to be used off-road, written approval must be obtained from the rental car company for that type of use prior to taking the vehicle off of the rental car lot.
- Informs travelers of situations when it is appropriate to obtain tire changing services for rented vehicles.
- Clarifies when it is appropriate to claim Collision and Damage Waiver (CDW) insurance

*Attach 1*

on a vehicle that is rented in a remote location of the United States (U.S.), where the U.S. Government Car Rental Agreement is not offered or the rental car vendor requires the CDW to be purchased.

- Provides language that details the process for documenting a rental car accident that occurs during TDY travel and how rental car vendors or injured parties would file a claim for the related property damages and injuries.
- Encourages travelers to avoid paying a checked baggage fee by using only carry-on baggage for TDY trips of short duration.
- Clarifies the language on conference planning to be consistent with Financial Management Memorandum 2015-010, *Revised Authorization and Reporting Guidance on Conference-Related Activities and Spending*.
- Identifies the appropriate level of authority for approving the use of personal funds to purchase common carrier transportation in excess of \$100 and the circumstances under which personal funds is justified to be used for transportation.
- Clarifies rules for creating constructive cost comparisons.
- Adheres to technical writing rules and changes most references of “should” to “must” or “will”.

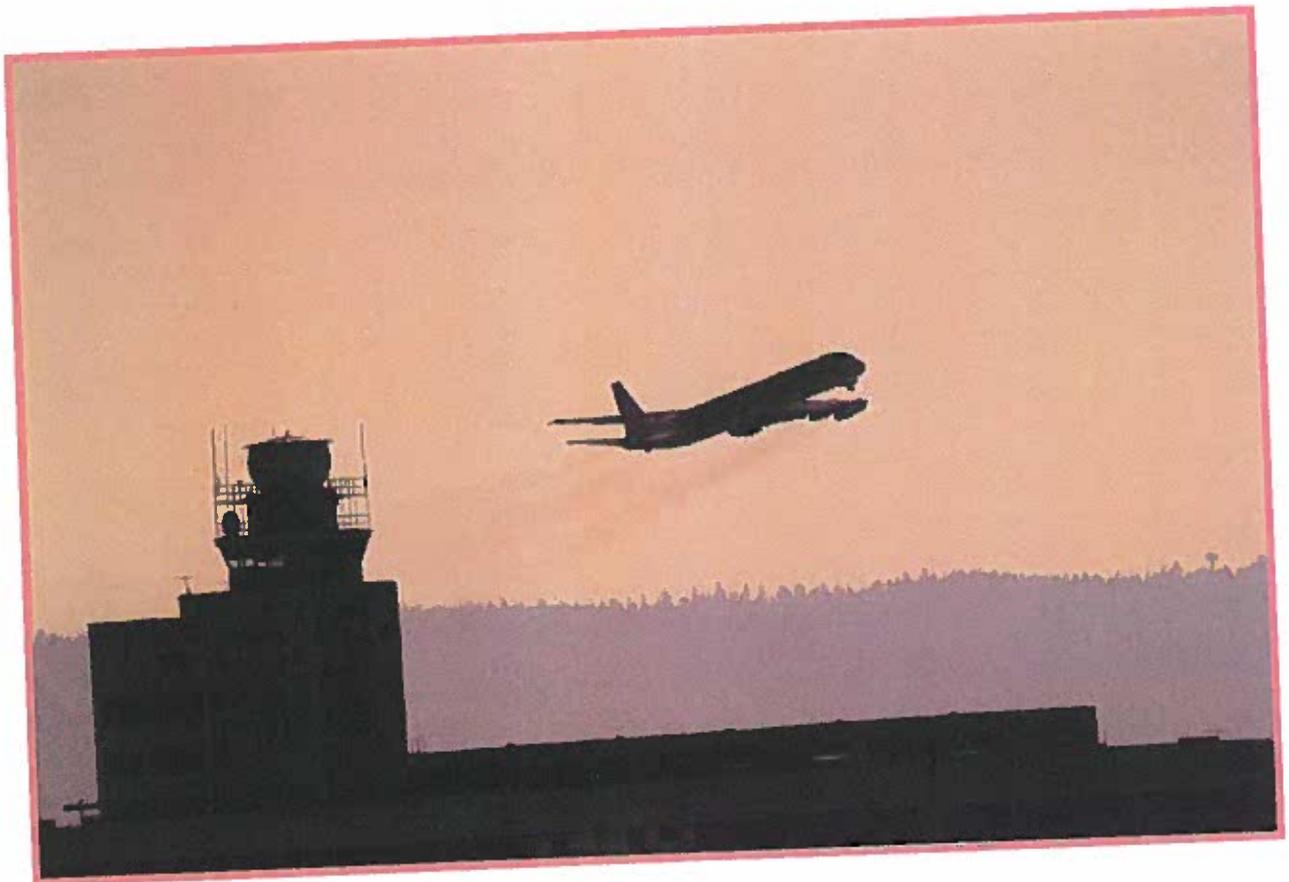
If you have any questions regarding to this memorandum, please contact Robert Smith at (202) 208-6584 or via e-mail at [Robert\\_Smith@ios.doi.gov](mailto:Robert_Smith@ios.doi.gov).

Attachment

cc: Finance Officers Partnership

Amends FMM 2014-011

**U.S. Department of the Interior**  
*Temporary Duty Travel Policy*



Amendment Version 1.0

February 1, 2015

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## **Attachment 3 – FWS Clarification of Major Changes U.S. Department of the Interior - Temporary Duty Travel Policy**

### **1. Local Travel versus Temporary Duty Travel**

The most significant revision to the Department's Temporary Duty (TDY) Travel Policy is the definition of local travel versus TDY travel (see pg. 5). Examples of TDY and local travel scenarios are provided as separate attachments and the new definitions are provided below.

**Local Travel** - Travel to a temporary duty site including a training location that is within 50 miles from either the employee's permanent duty station or residence is local travel. If travel stays within the 50 mile limit, the duration of the travel does not matter and per diem is not authorized. Service policy does not require formal cost comparisons for local travel such as privately-owned vehicle (POV) versus taxi; however, supervisors may impose additional requirements (such as formal cost comparisons) for their staff members should they feel the need to do so. For FWS employees, local travel is reimbursed using either a SF-1164 or a government charge card. FWS volunteers should use form FWS 3-2373 for reimbursement.

If a trip involves a commercial or government plane and the one-way flight is less than 50 miles, it is local travel, regardless of the duration of the trip. Such flights can be booked directly with the airline company, but a third party booking agent (like Expedia) must not be used. Whenever the trip is under 12-hours (including travel time), no per diem is paid.

**Temporary Duty Travel** - When travel to a temporary duty location is more than 50 miles from both the permanent duty station and the employee's residence, it is TDY regardless of trip duration. Travel must be entered into Concur if the trip duration is 12 hours or more. The trip does not need to be entered into Concur if all the following criteria are met:

- The trip duration is less than 12 hours, is routine travel using a government-owned vehicle (GOV) or government aircraft, or if the traveler is a passenger in a POV or rental car.
- The traveler will receive no reimbursement. This holds true if there are no individually or centrally billed charges, with the exception of fuel purchased via a fleet card for a GOV or government plane. Note that all TDY travel by airline, train, boat, bus, rental car, and POV must be vouchered in Concur. If a traveler uses a POV to travel more than 50 miles, but under 12 hours, and there is no per diem reimbursement (only POV mileage), only one voucher in Concur is required per week covering all the trips during that time.
- The traveler has a limited open travel authorization (LOTA) that covers routine travel including the locations regularly visited that exceed the 50 mile requirement (e.g., large refuges). The permanent duty station for travel purposes has to include a street address or building. Therefore, a large refuge cannot be designated in its entirety as the employee's permanent duty station for travel purposes.
- Regional or local policy allows for no Concur authorization to be created for routine travel via a GOV or government plane. Routine travel normally occurs at least once a

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week, but Regions can develop their own definitions of routine travel when travel is greater than 50 miles, but less than 12 hours.

If TDY under 12 hours will be entered into Concur, please note the following:

- In the trip information tab in Concur, “12 hours or less” should be selected in the trip duration drop-down menu, when applicable, and no per diem will show in the expenses tab. Note that page 23 of the DOI TDY Handbook has an error in the wording regarding per diem eligibility. Travel must be at least 50 miles from both the residence and the permanent duty station to qualify as TDY.
- For TDYs in which the traveler will receive no reimbursement and there are no individually or centrally billed charges except for fuel purchased via a fleet card, the \$14.75 TAVS fee can be avoided. In such cases, the status to apply when stamping the authorization should be “No Claim.” Note that authorizations stamped “No Claim” do not get routed to the approving official. To complete the document, the traveler should inform a Federal Agency Travel Administrator (FATA) to stamp the document “No Claim” and it will be removed from the approver’s queue. In this case, the trip information is retained and made available for reporting in Concur but there is no voucher. This would apply in cases such as transportation via government aircraft, GOV, or travel as a passenger in any type of vehicle.

*No Claim* - If a Travel Management Center (TMC) fee is incurred for a cancelled trip, the traveler should complete Form 3-2388 and upload as part of his/her authorization receipts. If a trip is cancelled after the authorization is approved, use the “No Claim” stamp to amend the authorization.

## **2. Bypassing Concur and the Travel Management Center (TMC) for Commercial Flights**

Page 8 of the DOI TDY Handbook describes when Concur can be bypassed, but is silent on when the travel management centers (Duluth and El Sol) can be bypassed. Both Duluth and El Sol are open 24/7 and can book reservations at any time, including for emergencies. The following are examples when Concur and the TMCs can both be bypassed for commercial airline bookings:

- A source outside the Department of the Interior is legitimately booking the flight (even if FWS is paying), such as the State Department, an embassy, or an organization funding the flight such as in donated travel.
- For local travel (flight less than 50 miles). Discount bush pilot or small airline packages can be bought for local travel.
- Missed connection at an airport (flight was originally booked through Concur or TMC) or traveler is at the airport and can obtain assistance from the airline ticket counter. Supervisor approval is not required unless there is additional cost to the Service or if there are delays in reporting for duty.

- Flight is already booked through Concur or the TMC and a special arrangement needs to be made with the airline at no additional cost to the Service. For example, the traveler is carrying a pet at traveler's expense, needs special food, or changes the seat from window to aisle. If the fare will be changed to business or first class, contact the TMC and receive the appropriate approval.
- If a flight does not show in Concur and if the TMC is unable to book any flight at any cost between the origin and destination, the traveler can book directly with the airline. An explanation of why the flight could not be booked through the TMC (including the TMC agent's name) should be forwarded to the Regional Federal Agency Travel Administrator (FATA) and should be included in the authorization and in the voucher receipts.
- If the TMC is unable to book a lower cost fare but can book a higher cost fare, there is no blanket authority to bypass the TMC. The traveler should obtain the agent's name and explanation of why the lower cost fare cannot be booked. Forward to the regional FATA, who will forward to the Division of Financial Management (DFM) for resolution.

### **3. Cost Comparisons**

FWS Form 3-2387 should continue to be used for cost comparisons. Rental car costs and local POV mileage costs should be included. For example, in a POV versus fly comparison, all POV mileage costs (including local travel at the TDY location) and the car rental cost (when flying to TDY location) should be included in the comparison.

### **4. Miscellaneous Expense**

The section of the DOI TDY Handbook on miscellaneous expenses (pages 65 and 66) does not adequately address how to handle these expenses in Concur. In Concur, travelers should utilize the appropriate drop-down selection for ATM fees, lodging taxes, transportation tips, and laundry. The miscellaneous expense drop-down selection should only be used for expenses such as resort fees which are authorized, but lack a unique description on the drop-down list.

### **5. Least Cost Compact Car Size**

Page 60 of the DOI TDY Handbook states the Approving Official must authorize the least cost vehicle size that will meet the traveler's needs. Compact size rental cars should be used unless there is an authorized exception. The Department may issue additional guidance on the use of compact cars in the near future.

## Attachment 4 – FWS Temporary Duty (TDY) and Local Travel Examples

### TDY:

The following examples are provided to assist in understanding the above rules when a POV or other form of transportation is used for TDY travel.

#### Normally commute to work via POV

**Example 1:** John normally commutes by POV from his home in Woodbridge, VA, to his permanent duty station in Falls Church, a distance of 25 miles. He has been directed to go TDY from residence to NCTC for 4 days. John's supervisor approves his travel authorization in Concur with POV authorized. He drives his POV from his residence to NCTC which is a distance of 76 miles. He is reimbursed 152 miles round trip plus he receives per diem (government furnished meals are deducted). His gasoline cost is not reimbursable since gasoline is built into the POV mileage rate. The local personal travel via POV he incurs while at NCTC (e.g., driving to restaurant in Shepherdstown when NCTC dining hall is closed most of the weekend or to local drug store to get medicine) is reimbursable in the Concur expenses tab (not a SF-1164), per the Departmental TDY handbook.

**Example 2:** Henry normally commutes by POV from his home in Lorton, VA, to his permanent duty station in Falls Church, a distance of 24 miles. He has been directed to go TDY from residence to NCTC for 4 days. Henry's supervisor approves his travel authorization in Concur but he is directed to use a GOV. Instead, Henry drives his POV from his residence to NCTC which is a distance of 76 miles. He is reimbursed 152 miles round trip at the reduced mileage rate (set by GSA) because GOV was directed plus he receives per diem. The local personal travel via POV he incurs while at NCTC (e.g., driving to restaurant in Shepherdstown when NCTC dining hall is closed most of the weekend) is reimbursable at the reduced rate, per the Departmental TDY handbook. His gasoline cost is not reimbursable since gasoline is built into the POV mileage rate. Additionally, Henry was reprimanded by his supervisor for failure to use a GOV.

**Example 3:** John normally commutes by POV from his home in Woodbridge, VA, to his permanent duty station in Falls Church, a distance of 25 miles. He has been directed to go TDY from residence to NCTC for 4 days. He chooses not to go straight to NCTC via his POV but commutes to work and performs work in Falls Church and then rides to NCTC as a passenger with a co-worker. He cannot claim mileage for his trip to the office because although travel regulations allow reimbursement for travel to the office on the day of travel to another destination requiring an overnight stay, he performed work at his permanent duty station. Since his co-worker drove his POV, John is not reimbursed mileage to and from NCTC but he explains in a comments box in Concur that he commuted to work and rode as a passenger. He does receive per diem while at NCTC but government furnished meals are deducted.

**Example 4:** Ron normally commutes by POV from his home in Dale City, VA, to his permanent duty station in Falls Church, a distance of 25 miles. He has been directed to go TDY from residence to NCTC for 4 days. He has been directed to go to NCTC via a GOV so he drives his POV from home to Falls Church to pick up a GOV and performs no work at the office on the first day of the TDY. On the last day of the TDY, he drives the GOV from NCTC to his office, turns it in, performs work at the office, and then drives his POV home. He can claim POV mileage from home to Falls Church on the first day of the TDY as it was not a commute to work but he cannot claim POV mileage home on the last day as it was a commute. He explains in a Concur comments box that his drive home was a commute. He does receive per diem while at NCTC but government furnished meals are deducted.

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**Example 5:** Jane normally commutes by POV from her home in Marietta, GA, to her permanent duty station in Atlanta, a distance of nine miles. Jane has been directed to go from her residence to Macon, GA, for four days. She prepares her travel authorization in Concur requesting a rental car as part of the travel authorization. She drives her POV three miles from her residence to the rental car office in Marietta, GA. She is reimbursed three miles one way or six miles round trip plus per diem for the TDY, deducting any government furnished meals provided while in Macon. She also claims gasoline for the rental car in the Concur expenses tab but since she used her government charge card for the gas, it is a centrally billed expense.

#### Commute to work via Public Transportation

**Example 6:** John normally commutes by bus from his home in Herndon, VA, to his permanent duty station in Falls Church, a distance of 25 miles. John has a limited open travel authorization that authorizes POV use when advantageous to the Government. He has been directed to go TDY from his residence to NCTC for seven days. He chooses to go via POV and is approved for it. The distance from his residence to NCTC is 76 miles one way. He is reimbursed 152 miles round trip, plus he is reimbursed per diem, deducting any meals provided by NCTC. John files his voucher in Concur including his limited open travel authorization as part of the documentation within Concur. The local personal travel via POV he incurs while at NCTC (e.g., driving to restaurant in Shepherdstown when NCTC dining hall is closed most of the weekend) is reimbursable, per the Departmental TDY handbook. He was directed to attend an official meeting at EPA in Shepherdstown. The POV mileage from NCTC to EPA and back to NCTC is also reimbursable. Additionally, John had a flat tire at NCTC which he claims was due to a large pothole in the road; however, he cannot claim costs for this on a SF-1164 or in Concur (a tort claim has to be filed).

**Example 7:** Chris normally commutes by bus from his home in Beaverton, OR, to his permanent duty station in Portland, OR, a distance of 25 miles. Chris has a limited open travel authorization that authorizes POV use when advantageous to the Government. He has been directed to go TDY from residence to Gresham, OR for less than one day and the trip lasts 11 hours (four hours total travel time plus seven hours in Gresham). He chooses to go via his POV and is approved for it, and the distance from residence to Gresham is 76 miles one way. He is reimbursed 152 miles round trip and he receives no per diem because the trip is less than 12-hours. Chris files his voucher in Concur including his limited open travel authorization as part of the documentation within Concur.

**Example 8:** Johnny normally commutes by bus from his home in Woodbridge, VA, to his permanent duty station in Falls Church, a distance of 25 miles (he receives no transit subsidy but it does not matter). Johnny has a limited open travel authorization that authorizes POV use when advantageous to the Government. He has been directed to go TDY from residence to NCTC for less than one day and the trip lasts 12-hours (five hours total travel time plus seven hours at NCTC). He chooses to go via his POV and is approved for it, and the distance from residence to NCTC is 76 miles one way. He is reimbursed 152 miles round trip. Johnny files his voucher in Concur including his limited open travel authorization as part of the documentation. However, he should not be reimbursed per diem because although he was gone 12-hours, MapQuest shows that driving time from NCTC to home is less than two hours one way and the extra hour was spent sightseeing at Harpers Ferry.

### Do not commute to work because of Telework Agreement

**Example 9:** Marvin lives in Raleigh, NC, and his permanent duty station (which he would report to if he had no telework agreement) is in Falls Church, VA. He has a telework agreement in which he reports once a month in person to Falls Church, VA. His monthly trip to Falls Church is a TDY, as covered in his telework agreement (since his job assignment is for just one year, his organization considered the TDYs less costly than paying a PCS move). Thus, he is reimbursed for airline flights, taxi to and from Raleigh - Durham International Airport, rental car, and per diem.

### Volunteer

**Example 10:** Carl is a volunteer at Little Sandy National Wildlife Refuge in Oklahoma and he is lodged in government quarters there. Since he's become an expert on lizards, the Service is flying him TDY to Texas to volunteer in protecting lizards. The nearest airport is in Hot Springs, Arkansas, 111 miles away from the Refuge. He is authorized to drive his POV to the Hot Springs airport (no GOV is available) from the refuge and park there. He left for the TDY via POV from his permanent residence in New Orleans, LA, much further than 111 miles. When he completes his voucher in Concur, he can only claim 111 miles POV mileage to the airport and back since his duty station for TDY purposes is Little Sandy National Wildlife Refuge, not New Orleans, and he was not specifically authorized to begin his TDY in New Orleans.

### Cancelled Trip

**Example 11:** Stan has an authorization approved in Concur to go TDY from his home in Gulch, OR to Minneapolis, MN. He drove his POV from his residence to the Portland, OR airport, which is 62 miles. Due to bad snow, his flights were cancelled and he waited at the airport for 12-hours for a flight. Finally, he called and found that due to bad weather in Minneapolis, the conference was cancelled. Thus, Stan should get a refund on his cancelled flight and since he went over 50 miles from his home (and his duty office near Gulch to airport is over 50 miles), this is a TDY. He can claim  $\frac{3}{4}$  a day per diem at the rate using the Portland airport location. Since he was authorized to take his POV, he can also claim POV mileage and there is no deduction of normal commute cost.

**Example 12:** Tony has an authorization approved in Concur to go TDY from his home in Bath, OR, to Minneapolis, MN. He drove his POV from his residence to the Portland, OR, airport which is 35 miles. Due to bad snow, his flights were cancelled and he waited at the airport for 12-hours for a flight. Finally, he called and found that because of bad weather in Minneapolis, the conference was cancelled. Thus, Tony should get a refund on his cancelled flight since he went over 30 miles (his duty office near Bath to airport is over 50 miles) and was gone over 12-hours because this is a TDY. He did get approval from his supervisor and Regional Director for a TDY between 30-50 miles since there was adverse weather in Oregon. He can claim  $\frac{3}{4}$  a day per diem at the rate using the Portland airport location. Since he was authorized to take his POV, he can also claim POV mileage and there is no deduction of normal commute cost.

### Traveling on a Large Refuge

**Example 13:** Fred works on the south end of Yukon Delta National Wildlife Refuge and his residence is south of his permanent duty station by 15 miles. Fred routinely travels via GOV or government aircraft to the north end of Yukon Delta National Wildlife Refuge, a distance of over 50 miles. Fred's tour of duty is eight hours and he has a limited open travel authorization (LOTA). Since the trip is over eight hours, it is a TDY but no per diem is received. There is no claim since the only cost is fuel on a fleet card. Whether a TDY authorization has to be created in Concur for each trip depends on Regional policy.

**Example 14:** Linda works on the south end of Yukon Delta National Wildlife Refuge and her residence is south of her permanent duty station location by 10 miles. Linda routinely travels via GOV or government aircraft to the north end of Yukon Delta National Wildlife Refuge, a distance over 50 miles. Linda's duty day is eight hours and she has a limited open travel authorization (LOTA). On June 15, a GOV was not available and Linda drove her POV 54 miles to the north end of the refuge and returned within her eight-hour day. For this June 15 trip, an authorization should be created in Concur to reimburse her for POV mileage. No per diem is paid.

**Example 15:** Fred works on the south end of Yukon Delta National Wildlife Refuge and his residence is south of his permanent duty station by 15 miles. Fred routinely travels via GOV or government aircraft to the north end of Yukon Delta National Wildlife Refuge, a distance over 50 miles. Fred's duty day is eight hours and he has a limited open travel authorization (LOTA). On June 24, Fred drove 56 miles to the north end of the refuge via GOV but due to an incident involving several bears, his duty day on June 24, lasted 12-hours. For this June 24 trip, an authorization should be created in Concur to reimburse him for per diem (3/4 locality rate).

### **Local Travel:**

The following examples are provided to assist in understanding the above rules when a POV or other mode is used for local travel.

### Normally commute to work via POV

**Example 1:** John normally commutes a distance of 25 miles by POV from his home in Brambleton, VA, to his permanent duty station in Falls Church. He has been asked to spend a day for a training class in Sterling, VA, (driving directly from his home since POV is authorized and there is no government vehicle) which is 40 miles from his home in Brambleton. He files an SF-1164 claiming tolls and the parking charge in Sterling and the 80 miles round trip less his normal commuting mileage of 50 miles round trip. Neither the toll collector nor the parking attendant would accept his government charge card. John is reimbursed 30 miles round trip and receives no per diem. John pays for parking at his worksite in Falls Church; however, parking is not part of his commute cost. Additionally, John had a flat tire in the government parking lot in Sterling which he claims was due to a large pothole in the road; however, he cannot claim costs for this on a SF-1164 or in Concur (a tort claim has to be filed).

**Example 2:** Ralph normally commutes a distance of 24 miles by POV from his home in Manassas, VA, to his permanent duty station in Falls Church. He has been asked to report to his normal duty station to perform work. During the day he is asked to go to a meeting in Reston, VA, and is approved to use his POV. The distance from his Falls Church duty station to his meeting site in Reston is 22 miles. Since Ralph left from the office and returned directly back to the office, Ralph files an SF-1164 and is

reimbursed the 44 miles round trip, plus the toll incurred on the Dulles Toll Road. No commute cost is deducted because he left and returned to his office. He receives no per diem.

**Example 3:** Elvis normally commutes by POV from his home in Dale City, VA, to his permanent duty station in Falls Church, a distance of 25 miles. He has been asked to report to his normal duty station to perform work. During the day he is asked to go to a meeting in Reston, VA and was directed to use a government vehicle rather than a POV. However, he drove his POV. The distance from his Falls Church duty station to his meeting site in Reston is 22 miles. Since Elvis left from the office and returned directly back to the office, Elvis files an SF-1164 and is reimbursed the 44 miles round trip at reduced mileage (set by GSA) rather than full mileage since a GOV was available, plus the toll incurred on the Dulles Toll Road. No commute cost is deducted. He receives no per diem. Additionally, Elvis was reprimanded by his supervisor for failure to use a GOV.

**Example 4:** Lee normally commutes by POV from his home in Ashburn, VA, to his permanent duty station in Falls Church, a distance of 26 miles. He has been asked to report to his normal duty station to perform work. During the day he is asked to go to a meeting in Reston, VA and uses his POV as authorized. The distance from his Falls Church duty station to his meeting site in Reston is 22 miles. Since Lee left from the office and returned directly home (change from example #2), which is 32 miles away. Lee files an SF-1164 and is reimbursed the 22 miles to Reston plus the 8 additional miles for his trip home, a total of 30 miles, plus the toll incurred on the Dulles Toll Road on his way to Reston. He receives no per diem. Although Lee incurs parking charges at his normal work site in Falls Church, it is not part of his daily commuting cost.

**Example 5:** Moe normally commutes by POV from his home in Woodbridge, VA, to his permanent duty station in Falls Church, a distance of 25 miles. He has been asked to spend a day in temporary duty at Occoquan Bay NWR, which is five miles from his home in Woodbridge. He cannot claim mileage because his normal commuting costs exceed the amount he would be reimbursed for use of his POV. He does not receive per diem.

**Example 6:** John is called into the office on Saturday (non-work day) by his supervisor and John drives his POV (he normally drives his POV to work on a Monday through Friday schedule). The office parking lot cost is \$12 per day and John needs to park in the nearby public parking lot since the office lot is closed on weekends, incurring a cost of \$20. His daily commute is deducted, resulting in no POV mileage reimbursement. However, \$8 is reimbursed as cost in excess of daily parking and is allowable since parking is not part of the daily commute cost.

**Example 7:** Sandy is called into the office on Saturday (non-work day) by her supervisor and Sandy drives her POV (she normally takes a vanpool to work and receives a transit subsidy). The office parking lot cost is \$12 per day and Sandy needs to park in the nearby public parking lot since the office lot is closed on weekends, incurring a cost of \$20. Her daily commute is deducted, resulting in no POV mileage reimbursement. However, \$8 is reimbursed as cost in excess of normal daily parking.

#### Normally commute to work via Public Transportation, Vanpool, or Carpool

**Example 8:** Tom normally commutes by metro rail from his home in Woodbridge, VA, to his permanent duty station in Falls Church, a distance of 25 miles. He receives a transit subsidy and his daily commuting costs out of pocket are \$1 each way or \$2 a day after the transit subsidy of \$6 a day is deducted. He has been asked to spend a day at USGS offices in Reston, VA which is 35 miles from his home in Woodbridge. He is approved to drive his POV from his residence to Reston. Tom files an SF-1164 claiming tolls and the 70 miles roundtrip less his normal commuting costs of \$8 a day. He is reimbursed the amount above his normal commuting cost and receives no per diem.

**Example 9:** Arnold normally commutes by metro rail from his home in Woodbridge, VA, to his permanent duty station in Falls Church, a distance of 25 miles. He receives a transit subsidy of \$7 a day and his daily commuting costs out of pocket are zero after the transit subsidy is deducted. He has been asked to spend a day at USGS offices in Reston, VA which is 35 miles from his home in Woodbridge. He is approved to drive his POV from his residence to Reston. Arnold files an SF-1164 claiming tolls and the 70 miles roundtrip less his normal commuting cost of \$7 a day. He is reimbursed the amount above his normal commuting cost and receives no per diem.

**Example 10:** Samantha normally commutes by metro rail from her home in Dale City, VA, to her permanent duty station in Falls Church, a distance of 25 miles. She receives a transit subsidy of \$7 a day and her daily commuting costs out of pocket are \$2 after the transit subsidy is deducted. She has been asked to spend a day at USGS offices in Reston, VA which is 35 miles from her home in Dale City. She is authorized to take a taxi (cannot drive her POV as she was convicted of drunk driving) from her residence to Reston. Samantha files an SF-1164 claiming taxi cost of \$100 round trip less her normal commuting costs of \$9 a day. She is reimbursed the amount above her normal commuting cost and receives no per diem. Note that a GOV was available but Samantha could not use it because she lost her driver's license.

**Example 11:** Zelda normally commutes by metro rail from her home in Woodbridge, VA, to her permanent duty station in Falls Church, a distance of 25 miles. She receives a transit subsidy of \$7 a day and her daily commuting costs out of pocket are \$2 after the transit subsidy is deducted. She has been asked to spend a day at USGS offices in Reston, VA which is 35 miles from her home in Woodbridge. She is authorized to have a family member drive her (cannot drive her POV as she was convicted of drunk driving and hitting a pedestrian and the pedestrian's dog) from her residence to Reston since it is cheaper than a taxi. Zelda files an SF-1164 claiming her family member's round trip POV (four trips of 35 miles each totaling 140 miles) cost of \$80.50 (140 miles times 57.5 cents a mile) less her normal commuting costs of \$9 a day. She receives no per diem. Note that a GOV was available but Zelda could not use it as she lost her driver's license.

**Example 12:** John normally commutes by vanpool from his home in Lorton, VA, to his permanent duty station in Falls Church, which costs an average of \$7.50 a day (he receives no transit subsidy). He has been asked to attend a conference in Baltimore, MD, which is 60 miles from his home in Lorton and 45 miles from his duty station. Even though conferences going 30 to 50 miles can be approved as a TDY per 265 FW 6, his trip here has not been approved as a TDY. John receives approval to drive his POV for the trip. John files an SF-1164 claiming the 120 miles roundtrip less his normal commuting costs of \$7.50.

**Example 13:** Jane normally commutes by carpool from her home in Leesburg, VA, to her permanent duty station in Falls Church, a distance of 55 miles (she gets no transit subsidy). She has been directed to go from residence to NCTC for one day and the trip lasts 14 hours. She is approved to use her POV and the distance from residence to NCTC is 43 miles one way. Since the distance from her residence to NCTC is under 50 miles one way and it does not qualify as a TDY per 265 FW 6, Jane is not in TDY status. Although the TDY distance can be lowered to 30 miles for training and conferences, it was not lowered for this trip. She has determined that her carpool costs average \$6 a day, which includes tolls incurred on the Dulles Toll Road. She files a SF-1164 claiming the 86 miles roundtrip less her normal commuting costs of \$6. She does not receive per diem since it is not a TDY. Note that if Jane had normally driven her POV to work, she'd get no reimbursement in this case.

Normally don't commute to work because of Telework Agreement or a Volunteer

**Example 14:** Elizabeth has a telework agreement in which she teleworks three days a week and reports via POV to her office in Falls Church, VA, two days a week, which is 25 miles from her home in Woodbridge, VA. She has been asked to spend a day for a training class in Sterling, VA, (driving directly from her home) which is 40 miles from her home in Woodbridge. She files an SF-1164 claiming tolls and the 80 miles roundtrip less her normal commuting mileage of 50 miles roundtrip. Elizabeth pays for parking at her worksite in Falls Church; however, parking is not part of commute cost.

**Example 15:** Beth has a telework agreement in which she teleworks three days a week. She reports via POV to her office in Hadley, MA, two days a week, which is 25 miles from her home in Royal City, MA. She has been asked to report to her duty station in Hadley on a day in which she normally teleworks. Since the travel is a commute to work, she cannot file a SF-1164 for POV reimbursement.

**Example 16:** Marvin lives in Raleigh, NC, and his permanent duty station (if he had no telework agreement) is in Falls Church, VA. He has a telework agreement in which he reports once a month to Falls Church, VA, as a TDY. Marvin was directed to attend a meeting in person in Knightdale, NC, a distance of 14 miles from his home. The entire trip including travel lasts seven hours. As covered in his telework agreement, Marvin is reimbursed the 28 miles round trip by filing a SF-1164, deducting no commute since he has no daily commute cost. Per diem is not paid.

**Example 17:** Dave is a non-employee who has a volunteer agreement with a refuge in which he drives via POV 12 miles to the refuge once a week to volunteer (i.e., he is not furnished government quarters). His POV mileage reimbursement of 24 miles round trip should be claimed on a FWS Form 3-2373 at the IRS charitable mileage rate, which is currently 14 cents a mile. His daily commute to his private sector job is not deducted. If the policy of the Region is not to pay POV mileage for volunteers or if he does not qualify per Service, Regional, or local policy, he can claim the charitable mileage in his itemized expenses on his federal tax return.

Cancelled Trip

**Example 18:** Fred has an authorization approved in Concur to go TDY from Portland, OR, to Minneapolis, MN. He drove his POV from his residence to the Portland airport, which is just 14 miles. Due to bad snow, his flights were cancelled and he waited at the airport for 13 hours for a flight. Finally, he talked to Stan (see TDY example #11) and found that due to bad weather in Minneapolis, the conference was cancelled. Thus, Stan should get a refund on his cancelled flight. Since he traveled only 14 miles, this is local travel, not a TDY, and he can only claim POV mileage and parking, not per diem. The POV mileage should be claimed on a SF-1164 and the Concur authorization should be cancelled with an explanation in it.