



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240



In Reply Refer To:
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Memorandum

To: Service Directorate

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

Subject: Reimbursement for Use of Privately-Owned Vehicles (Effective January 1, 2016)

The General Services Administration (GSA) has established the new mileage rates for travelers using their privately owned vehicles (POV) effective January 1, 2016.

Temporary Duty (TDY) and Local Travel

Employees using their own POV on TDY and local travel, where no government vehicle is available, will be reimbursed 54 cents per mile. If a government vehicle is available but a POV is used, the employee will be reimbursed 19 cents per mile. The rates decreased from 2015 due to falling gasoline prices.

The mileage rates were updated in Concur during the evening of December 30, 2015. Here are the key selections in Concur:

- When **“POV-GOV Not Available”** is selected in the expenses tab, it defaults to 54 cents.
- When **“POV-GOV Is Available”** is selected in the expenses tab, it defaults to 19 cents.
- If the **employee used a motorcycle** when no government-owned vehicle (GOV) was available, they should click the binoculars next to the rate and select **“5POC”** since the correct rate for motorcycles when no GOV is available is 51 cents a mile.
- If a **privately-owned aircraft** was used and no GOV was available, **“3POC”** should be selected with a rate of \$1.17 per mile.

Since the software update on December 30th does not impact pre-existing documents, travelers must ensure that all authorizations before December 31, 2015, record the correct mileage rate in Concur. Thus, 2016 mileage expense entries in Concur documents created before December 31, 2015, need to be removed and then re-added so that the correct mileage rate can take effect.

Invitational travelers and volunteers using their own POV on TDY travel receive the same reimbursement as employees. However, volunteers that claim local travel mileage on the FWS Form 3-2373, *Claim for Reimbursement for Volunteer Expenses*, are limited to the Internal Revenue Service (IRS) charitable mileage rate of 14 cents per mile unless actual costs are documented.

Permanent Change of Station (PCS)

The mileage rate for relocation in the continental United States (en route travel and house hunting trip) is now 19 cents per mile. The rate is 28½ cents for en route PCS travel in Alaska or Canada and odometer readings must be documented on the travel claim for OCONUS rates to apply, per Departmental policy.

If additional information is required, please contact Mr. Marvin Wilson, Division of Financial Management, at (703) 358-1781 or marvin_wilson@fws.gov.