



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

FEB 09 2017

FINANCIAL MANAGEMENT MEMORANDUM 2017-002 (Vol. X.K)

To: Bureau Chief Financial Officers

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

Subject: Policy on Use of Personal Vehicle when Multiple Travelers are Designated to Share a Government or Rental Vehicle

When multiple travelers are assigned to be transported to a Temporary Duty (TDY) site using a Government owned vehicle (GOV) or rental vehicle, an allowance for mileage will not be allowed if one of the passengers chooses to use a personal owned vehicle (POV) for convenience. Bureaus are required to implement procedures within 90 days of the issuance of this Financial Management Memorandum, ensuring passengers assigned to ride as a passenger in a GOV do not receive a mileage reimbursement should they choose to drive their POV for convenience.

The Federal Travel Regulation 301-10.5 and 301-10.6, require travelers to use the mode of transportation most advantageous to the Government, and to only be reimbursed for costs of authorized modes of transportation. The Department of the Interior does not incur transportation costs for a traveler who rides as a passenger in a GOV; therefore, GOV passengers cannot be reimbursed a POV mileage rate should they choose to drive a POV in lieu of riding as a passenger in the available GOV or rental vehicle.

Please distribute this memorandum as necessary within your Bureau.

If you have any questions concerning this policy please contact Robert Smith at (202) 208-5684 or via e-mail at Robert_Smith@ios.doi.gov.

cc: Bureau Finance Officers