



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

JUL 11 2016

FINANCIAL MANAGEMENT MEMORANDUM 2016-029 (Vol. X.C)

To: Bureau Chief Financial Officers

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

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

When agency mission requires an employee to perform an extended duration temporary duty (TDE) travel assignment of 30 days or more, it is often advantageous to the Government to authorize the traveler to use his or her own personally owned vehicle (POV). In instances where POV use is determined advantageous, the traveler is allowed to claim reimbursement for mileage incurred to support the Agency mission. The mileage reimbursement is limited to the following vehicle use scenarios:

- Travel to and from the TDE site from the employee's designated official duty station by most direct route. The traveler must use online map sites (e.g., Mapquest, Google Maps) to determine the mileage by most direct route and include a printed copy of the direct route mileage estimate. Any mileage claim that exceeds the direct route mileage estimate by over 10% will be disallowed.
- Travel from the lodging site to the official work locations at the TDE site.
- Travel between places of business.
- Travel within reasonable distance from the lodging site or official work location to grocery stores, restaurants, barber/beauty shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee.

Bureau Finance Officers must ensure that this guidance is distributed to employees in their respective organizations.

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
Bureau Relocation Policy Leads

Replaces: None listed