

Department of the Army
Headquarters Fort Monroe
Fort Monroe, Virginia 23651-6000
5 October 1992

*FM Reg 55-1

Transportation and Travel

LOCAL TRAVEL PROCEDURES

Summary. This regulation establishes the local commuting area for Fort Monroe as required by Joint Federal Travel Regulations, Volume I and Volume II, paragraph C4653; and provides procedures for claiming reimbursement and requirement for approval.

Applicability. This regulation applies to military and civilian personnel assigned to Fort Monroe and to tenant activities operating on or out of Fort Monroe.

Supplementation. Supplementation to this regulation is prohibited.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-IST, Fort Monroe, Virginia 23651-6600.

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1. Purpose. To establish local travel policies and procedures on the use of privately-owned vehicles (POV) in conducting official business on a reimbursable basis.

2. References. AR 37-106 (Finance and Accounting for Installations: Travel and Transportation Allowances) is a related publication. Cited in paragraph 4e.

*This regulation supersedes FM-Reg 55-1, 1 December 1983.

3. Responsibilities.

a. Commanders and activity directors will ensure that travelers claim reimbursement in accordance with the policies established for distances involving travel beyond the defined local commuting areas.

b. The Finance and Accounting Officer will--

(1) Pay entitlements in accordance with the policies in the regulation.

(2) Resolve any questions on locations not specifically defined as within the local commuting areas.

c. The traveler will--

(1) List tolls and parking fees as authorized on SF 1164.

(2) Certify that voucher is factual, correct, and complete.

(3) Include itinerary and reimbursable expenses and attach all receipts.

4. Policies.

a. Local travel may be conducted using POVs on a reimbursable basis only when a government vehicle is not available. Travel by POV shall be limited to the local commuting area established in this regulation (paragraph 4c).

b. Travel performed outside of the defined commuting areas requires issuance of appropriate orders (DD Form 1610 (Request and Authorization for TDY Travel of DOD personnel)) to allow for reimbursement of travel costs if travel is completed within the regular day. A DD Form 1610 is also required.

c. The Fort Monroe commuting area is administratively established as the metropolitan area surrounding Fort Monroe and related contiguous communities to include Williamsburg, Gloucester, Newport News, Poquoson, Hampton, Smithfield, Suffolk, Windsor, Franklin, Norfolk, Portsmouth, Chesapeake, Virginia Beach, and Yorktown. Any questions regarding

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locations not specifically defined above will be determined by the Finance and Accounting Officer, Fort Eustis, Virginia.

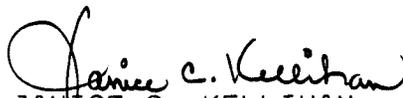
d. Reimbursement for local travel expense will be paid only when prior approval by the Transportation Division with a statement of nonavailability of Government transportation is furnished.

e. In accordance with AR 37-106, travelers claiming reimbursement for local travel by POV must submit SF 1164 (Claim for Reimbursement for Expenditure on Official Business). SF 1164 must be sent through the Installation Transportation Officer to the Finance and Accounting Division (FAD) Travel Section, and be accompanied by a ATZG-IOT Form 52 (Request for Motor Transport Service/Statement of Nonavailability for Government Transportation).

f. Reimbursement for travel performed at personal expense within and around a temporary duty station will be made only when such travel is specifically authorized in the related travel orders or subsequently approved by the order-issuing authority. Travel expenses will be funded by the functional element requiring the TDY and not from post transportation local travel funds. Fiscal approval and applicable fund cite will be obtained from the functional element budget office. This paragraph applies to a temporary duty station within the commuting area as well as other TDY locations.

g. Reimbursement for official local travel expenses such as road tolls may be claimed when substantiated by receipts. Final approval for reimbursement of expenses rests with the FAD, Fort Eustis.

FOR THE COMMANDER:


JANICE C. KELLIHAN
Administrative Officer

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