

For: All Federal and Non-Federal Employees

Reimbursing Employees for Official Local Travel

Approved by: State Executive Director



1 Overview

A Background

National Notice FI-2541, Reimbursing Employees for Official Local Travel, issued general policy for reimbursing employees for local travel expenses. Policy has also been incorporated in the FSA/FAS Travel Policy and Procedures Manual, dated September, 2003. This has now been negotiated with the Union and policy has been established as set forth in this notice.

B Purpose

This notice provides Arkansas policy and shall be effective October 1, 2004 for all Federal and non-federal employees.

2 Determining if Local Travel

A Definitions

Local travel is defined as official travel performed in the limits of the official duty station. The following terms apply to local travel.

- **A limit of the official duty station (LODS)** is defined as the area within the county boundaries of the official duty station's Service Center.
- **Official duty station (ODS)** is the location of an employee's permanent work assignment as noted on SF-50.
- **Official residence** means the place of residence from which the employee commutes daily to and from ODS. This is the physical address as noted in ICAMS or NFC's Personal Page. Employees will be required to certify annually their normal commuting mileage using the most direct route.
- **Travel headquarters** is the designated place from where the employee begins official travel which is the ODS.

(continued)

Disposal Date	Distribution
Retain Indefinitely 9/16/2004	All FSA Offices

2 Determining if Local Travel (Continued)

B Authority for Travel

Supervisors/approving officials are responsible for determining and authorizing the **mode** of transportation and departure point that is most advantageous to the Government for local travel and conveying it to the employee. In most instances, the employee's personally owned vehicle (POV) will be cost advantageous. POV mileage is limited to the most direct, commonly traveled route unless unusual circumstances are cause for the approving official to otherwise authorize another travel route.

3 Local Travel Reimbursement Policy

A Policy

FSA's policy is to reimburse employees for local travel expenses in excess of their normal commuting costs to and from their workplace. Employees should not incur additional costs or receive a windfall as a result of performing local travel.

B Travel Within the Limits of the Official Duty Station (LODS)

If an employees travels to a location **within the limits of ODS**, which is the county boundary of their official duty station, for training, meetings, or other official business, reimbursement is limited to mileage that **exceeds** the established normal commuting mileage

C Examples of Travel Within the LODS

- For travel that begins and ends at ODS, the employee is reimbursed for actual mileage plus parking fees not normally incurred.
- For travel that begins at the residence and ends at ODS or vice versa, the employee is reimbursed for actual mileage that exceeds the normal commuting mileage plus any parking fees not normally incurred.
- For travel that begins and ends at the residence, the employee is reimbursed for actual mileage that exceeds normal commuting mileage plus any parking fees not normally incurred.
- If an employees normally commutes to a workplace using public transportation or a car pool or van pool where the employees pays on a weekly or monthly basis whether the employee rides or not, then the employee may claim all local travel expenses since the employee paid the commuting cost already.

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3 Local Travel Reimbursement Policy (Continued)

D Travel Outside the LODS

If the alternate duty point is not located within the LODS (county boundary of the ODS), then normal commuting costs are not deducted.

E Examples of Travel Outside the LODS

- For travel that begins and ends at ODS, the employee is reimbursed for actual mileage plus parking fees not normally incurred.
- For travel that begins at the residence and ends at ODS or vice versa, the employee is reimbursed for actual mileage plus any parking fees not normally incurred.
- For travel that begins and ends at the residence, the employee is reimbursed for actual mileage plus any parking fees not normally incurred.

4 Travel to Multiple Sites

For travel to multiple sites that are located both within and outside the limits of ODS, the employee is reimbursed for actual mileage that exceeds the normal commuting mileage plus parking fees/tools incurred. The theory behind this is that whenever an alternate site is visited that is located within the limits of ODS, deduction for normal commuting costs occur.

5 Action

All employees will be required to complete the attached **Certification of Normal Commuting Mileage** annually on October 1st of each fiscal year or as changes occur. The certification will be filed in the employee's travel folder.

6 Contact

If you have questions, contact Charlotte Murphy by email at charlotte.murphy@ar.usda.gov.

Certification of Normal Commuting Mileage – FY _____

Employee Name

Official Duty Station

(Please show Service Center Name and City)

Official residence

(This must be a physical address
as noted in ICAMS or NFC's
Personal Page. Post Office Boxes
Are unacceptable)

_____ Street

_____ City, State, Zip Code

Commuting miles to my ODS

Employee Signature

Date