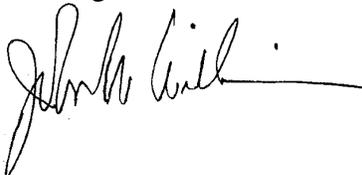


For: FSA Offices

**Local Travel Policy for FSA Employees**

Approved by: Deputy Administrator, Management



**1 Local Travel Policy**

**A Purpose**

The notice informs FSA offices of local travel policy for employees.

**B Policy**

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

**C 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, privately-owned vehicles (POV) will be cost advantageous; however, public transportation, if available, should be used. Taxicabs should not be used unless determined advantageous to the Government. Personal convenience is not justification for using a taxicab when other forms of mass transit are available. POV mileage is limited to the most direct, commonly traveled route unless unusual circumstances are cause for the approving official to otherwise authorize another route of travel.

<p><b>Disposal Date</b></p> <p>March 1, 2007</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Offices relay to County Offices</p>
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## Notice FI-2750

### 1 Local Travel Policy (Continued)

#### D Definitions

The following are definitions of terms used in this notice.

Local travel is official travel performed that is not considered temporary duty travel (TDY), usually in close proximity to the employee's official duty station (ODS).

Normal daily commuting cost is the costs of round trip commuting mileage, public transportation, tolls, parking and car and van pools an employee incurs in traveling to the ODS and returning to his/ her residence.

**Note:** Prepaid monthly parking, carpool or vanpool costs which the employee pays on a weekly or monthly basis, whether the employee rides or not, should be **excluded** from the normal daily commuting cost when calculating reimbursement.

Official duty station (ODS) is the location of an employee's permanent work assignment; that is, the place where an employee is assigned administratively or functionally, whether it be the office that maintains the employee on payroll or provides the employee work space. This could be the County Office to which an employee is assigned or if assigned to multiple County Offices, it is the place where the employee performs the major part of his/her duties or spends the greater portion of his/her time. For a field employee, ODS is **established by CED**, after considering the major area of work. Unless specifically designated as such by DAFO and/or HRD, a residence **cannot** be designated as ODS.

Limits of ODS are the corporate limits of the city or town where an employee is stationed **or** an established area around ODS having definite boundaries. Approving officials are responsible for defining the limits of ODS and ensuring that employees are aware of the limits for travel purposes. **In the absence of such a definition by the approving official**, the limits of ODS will be an area within a **50-mile** radius of ODS.

Residence as ODS, unless specifically designated as such by DAFO and/or HRD, a residence **cannot** be designated as ODS. If, however, such a designation is given, the residence may be established as ODS for employees who routinely travel from the residence in order to reduce transportation costs or the employees time away from duty.

**Note:** Although management may designate an employee's residence as ODS (if advantageous to the government), **under no circumstances** can an employee be reimbursed for the commuting cost he or she would have incurred traveling from the residence to ODS.

## Notice FI-2750

### 1 Local Travel Policy (Continued)

#### E Travel Within the Limits of ODS

If an employee travels to a location **within the limits** of ODS for training, meetings, or other official business, reimbursement is limited to those transportation costs that **exceed** the normal commuting costs.

#### F Travel Outside the Limits of ODS

If the alternate duty point is **not within the limits** of ODS, then normal commuting costs are **not** deducted.

#### G Travel to Multiple Sites

For travel to multiple sites that are located both within and outside the limits of ODS, the employee is reimbursed according to subparagraphs E and F. This rule applies to all employees including GS and CO employees who are assigned to multiple offices.

### 2 Action

#### A All Offices Action

All offices shall ensure that employees are aware of and adhere to the changes to the revised local travel policy.

#### B Contact

If there are questions about this notice, contact Arthur Holmes, FMD, at 703-305-1240.