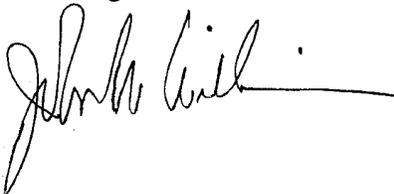


For: FSA Offices

Clarified Local Travel Policy for FSA Employees

Approved by: Deputy Administrator, Management



1 Local Travel Policy

A Purpose

Notice FI-2750 was issued to update information about FSA’s local travel policy. This notice:

- clarifies the definition of local travel
- removes the definition of the limits of the official duty station (ODS)
- provides that prepaid expenses are included when calculating normal daily commuting costs
- obsoletes Notice FI-2750.

B Policy

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

Disposal Date	Distribution
October 1, 2007	All FSA Offices; State Offices relay to County Offices

1 **Local Travel Policy (Continued)**

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's) will be cost advantageous; however, public transportation, if available, should be used. Taxis should **not** be used unless determined advantageous to the Government. Personal convenience is not justification for using a taxi 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.

D Definitions

The following are definitions of terms used in this notice.

Local travel is official Government travel that can be completed in 1 day (12 hours or less) and **does not** require an overnight stay and reimbursement of per diem.

Normal daily commuting cost is the costs of round trip travel an employee incurs in traveling to ODS and returning to his/her residence. Approved reimbursable local travel expenses include parking, tolls, public transportation (bus, train, taxi, etc) and mileage over the number of miles the employee normally drives to and from work.

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/HRD, a residence **cannot** be designated as ODS.

Travel Headquarters is the designated place where the employee begins official travel. Expenses may be reimbursed for travel beginning at this point. For most employees, the travel headquarters is ODS; however, the travel headquarters may be established at a residence for employees who routinely travel to various alternate duty points to reduce transportation costs or the employee's time away from duty.

Note: Employees with this designation may include appraisers, farm loan specialists, COR's, field reporters, and DD's.

Notice FI-2776

1 Local Travel Policy (Continued)

E Mileage Reimbursement

Follow this table for mileage reimbursement.

IF the...	THEN reimburse...
employee normally reports to ODS daily, but occasionally attends meetings or training locally	mileage in excess of normal daily commuting mileage.
employee's residence has been designated as his travel headquarters because he routinely travels to various alternate duty points to perform the majority of his job	all mileage driven except actual mileage driven directly to ODS and from ODS back to the residence. Note: If an employee with this designation drives from his residence to alternative duty points and does not go to his ODS on a given day, no deductions should be made from his reimbursement.

Note: This policy is **not** retroactive.

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.