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# SCI Division Local Travel Policy

June 2018

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“SCI moving forward in the 21<sup>st</sup> Century using technology, innovation, and old fashioned hard work”

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## INTRODUCTION

This travel policy provides guidance to employees on what is considered local travel, the local commuting area and when employees are entitled to local mileage and/or per diem reimbursement. Employees may be required to go to a temporary duty point(s) as a regular part of their job or on infrequent occasions.

## GUIDE FOR ELECTRONIC USAGE

The AIM system of instructional manuals is available electronically in Adobe Acrobat Portable Document Format (PDF) at the following intranet address: <https://ems-team.usda.gov/sites/AMS/AMS-SCI/AIM/SitePages/Home.aspx>.

When accessed electronically, AIM materials have hyperlinks and hypertext (visible as underlined [blue text](#)) available to the PDF user. Clicking on a hyperlink takes the reader to a web site with information relating to the subject. Hypertext links the reader to a different page within the current manual, or a different manual, with information relating to the subject. For example, the hypertext in the Table of Contents allows a reader to go directly to the section of interest in the manual by clicking on the section title.

PDF offers a variety of tools depending on the Adobe version the reader has. The newer the version, the more tools available. PDF documents are easily searchable for content within a document or within multiple documents. To learn about the variety of PDF search options:

- Click on the “Help” tab on the top of any page in Adobe Acrobat,
- Then click on the “Adobe Acrobat Help” bar,
- Type the word “Search” in the “Search” box, and click on the “Search” button,
- A series of options will become available,
- Click on the “Access Search Features” link and follow the instructions for the type of search you are interested in.

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**DEFINITIONS**

Local travel: Travel as a result of official business that is other than an employee's normal home-to-work commute (i.e., travel from an employee's residence to their official duty station), which is completed within one workday and does not require the payment of per diem.

Local commuting area: Travel as a result of official business that is performed within a 50-mile radius of an employee's official duty station.

**PER DIEM**

Per diem eligibility: An employee is eligible for per diem when he/she: (1) performs travel as a result of official business that is outside of the local commuting area [Note: weather-related issues may warrant an exception]; (2) incurs per diem expenses while traveling; and (3) is in a travel status for more than 12 work hours.

Unless an employee meets all three conditions, he/she is not entitled to per diem. Except in unusual and/or extenuating circumstances (e.g., weather-related issues), a travel authorization must be pre-approved to authorize per diem.

**MILEAGE**

An employee is entitled to mileage reimbursement in the following situations:

**Single Stop**

- When a daily assignment is limited to one stop within the local commuting area, only mileage over the normal home-to-work commute is compensable.
- When a daily assignment is limited to one stop outside the local commuting area, all mileage is compensable.

**Multiple Stops**

When a daily assignment involves more than one stop within the local commuting area and:

- The travel begins or ends at the actual duty point/official duty station, the mileage between the actual duty point/official duty station and the employee's residence is not compensable.
- The first duty point is a temporary duty point within the local commuting area, reimbursement for miles driven from the employee's residence to the first duty point, less the normal one-way commute, is compensable.

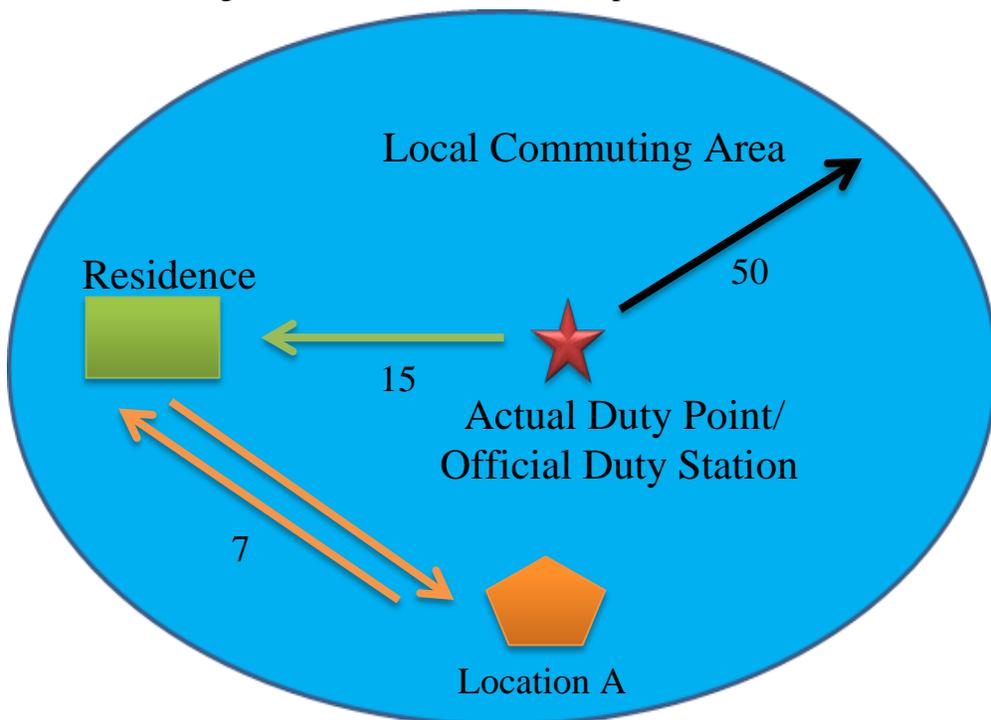
- The first duty point is a temporary duty point outside the local commuting area, reimbursement for miles driven from the employee’s residence to the first duty point is compensable.
- The last duty point is a temporary duty point within the local commuting area, reimbursement for miles driven from the last duty point to the employee’s residence, less the normal one-way commute, is compensable.
- The last duty point is a temporary duty point outside the local commuting area, reimbursement for miles from the last duty point to the employee’s residence is compensable.

Note: If an employee is approved to use a different form of transportation to get to and from the temporary duty point than they normally use to commute to the official duty station, the employee may be reimbursed the full cost of the trip as long as the employee uses a reasonable alternative (e.g., this could be a subway fare if the employee normally drives their POV to their official duty station, but they take the subway to the temporary duty point instead). Claims for mileage-only reimbursement should be submitted via an [OF-1164](#), Claim for Reimbursement for Expenditures on Official Business.

In the following examples, the employee’s normal commute – residence to actual duty point/official duty station and back to residence – is 15 miles each way.

**Example 1 (Single Stop):**

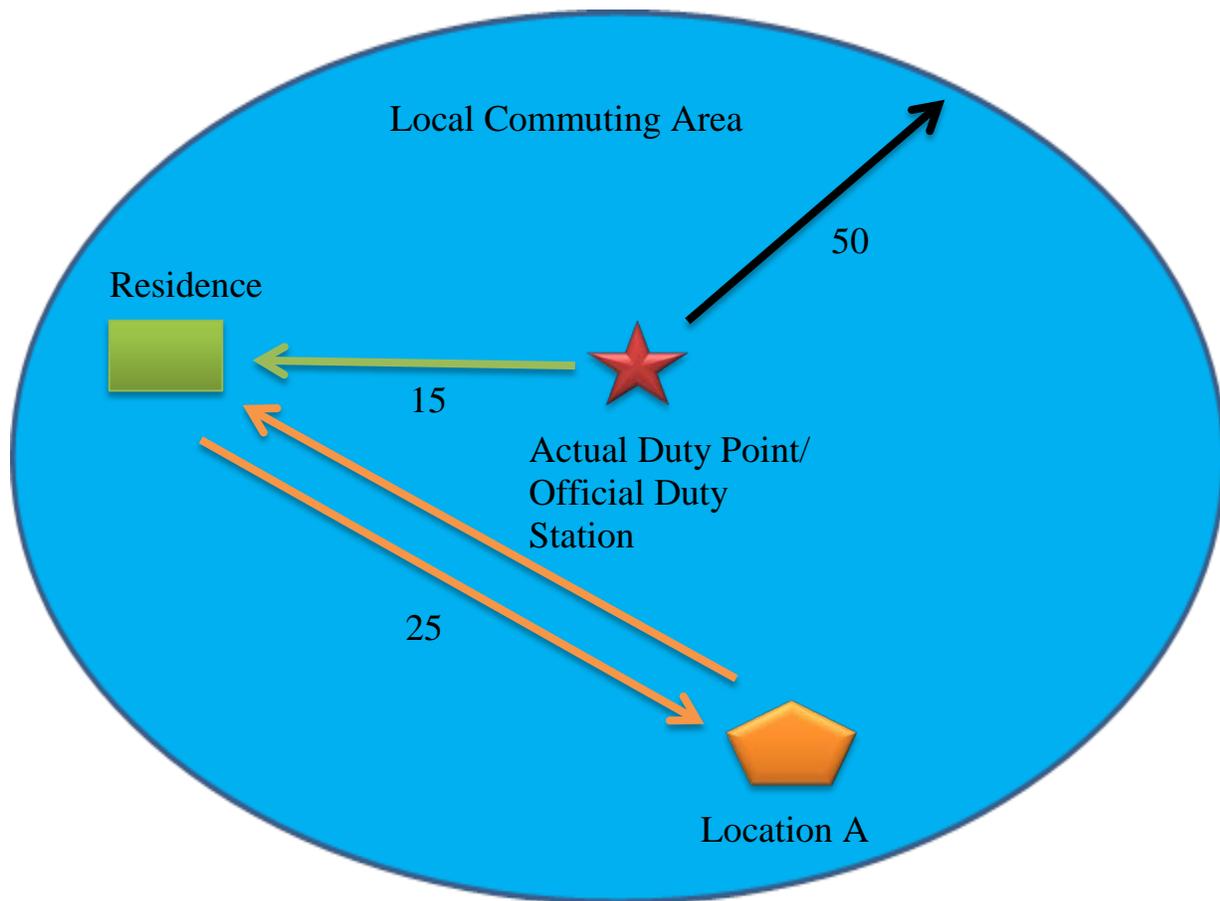
Employee travels from their residence to Temporary Duty location “A” (other than Actual Duty Point/Official Duty Station) within the local commuting area and back to their residence. If the mileage is less than the normal commute, then the mileage is not compensable. The employee is not entitled to mileage reimbursement in this example.



**Example 2 (single stop):**

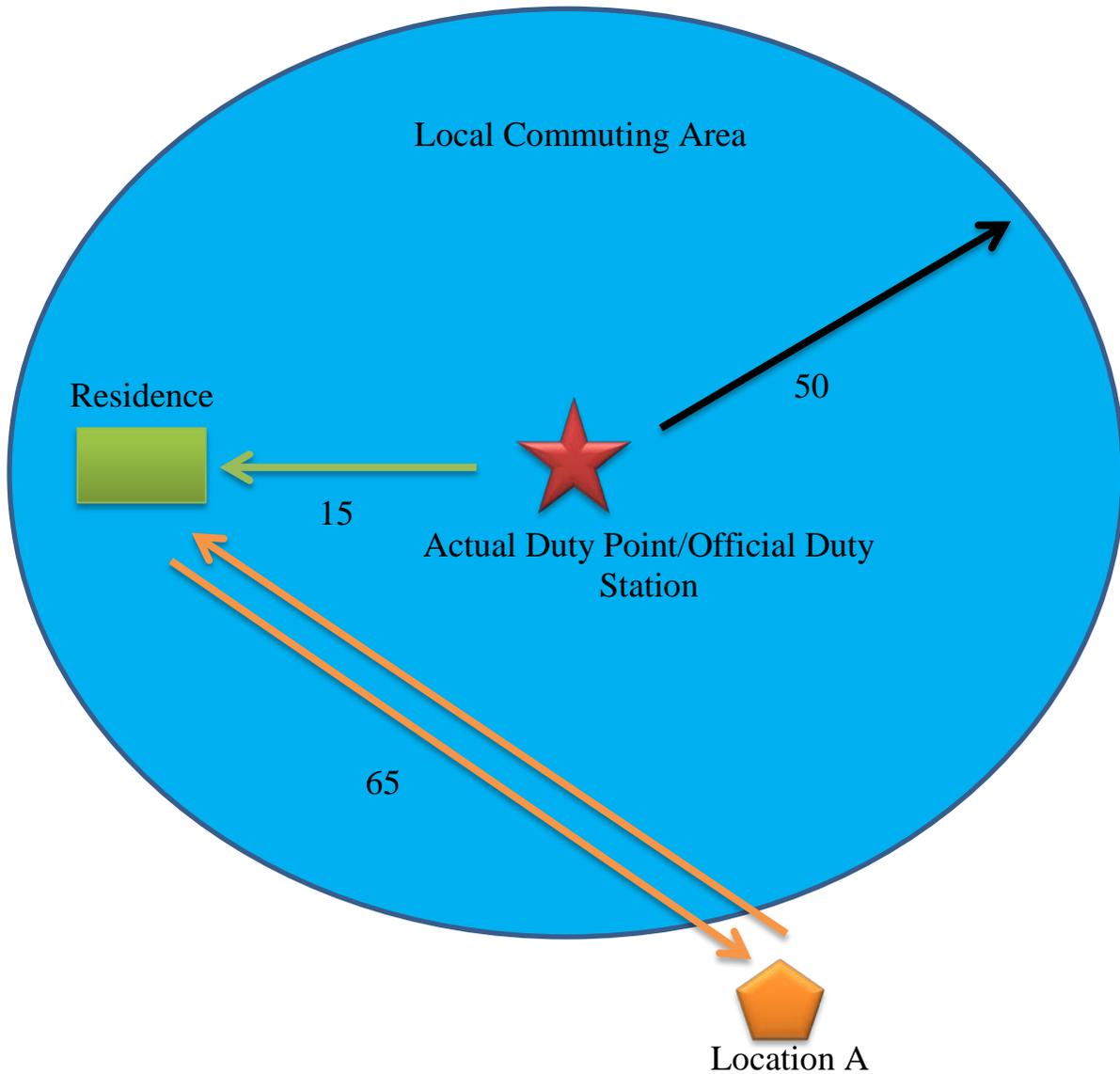
Employee travels from their residence to Temporary Duty location “A” (other than Actual Duty Point/Official Duty Station) within the local commuting area and back to their residence.

- If the mileage is more than the normal commute, then only the excess/extra mileage is compensable. The employee is entitled to claim 20 miles in this example.



**Example 3 (single stop):**

Employee travels from their residence to Temporary Duty Location “A” outside the local commuting area and back to their residence. All mileage is compensable. The employee is entitled to claim 130 miles in this example.

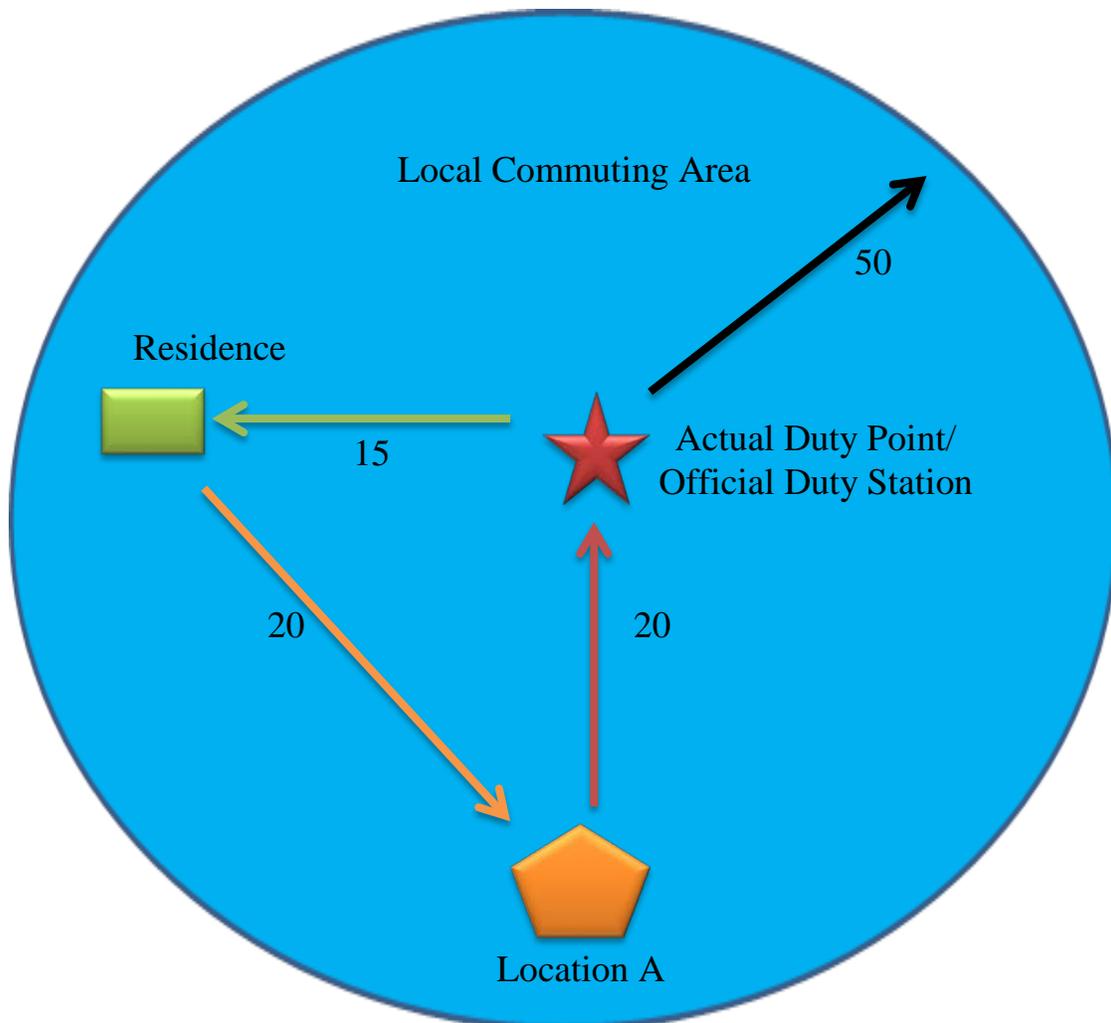


**Example 4 (Multiple Stops):**

Employee travels from their residence to Temporary Duty Location “A” within the local commuting area (other than Actual Duty Point/Official Duty Station), then to Actual Duty Point/Official Duty Station, and back to their residence.

- Mileage from employee’s residence to Temporary Duty Location” A” is actual mileage, less the normal one-way commute.
- All mileage from Temporary Duty Location “A” to Actual Duty Point/Official Duty Station is compensable.
- Mileage from Actual Duty Point/Official Duty Station to employee’s residence is not compensable.

The employee is entitled to claim 25 miles in this example.

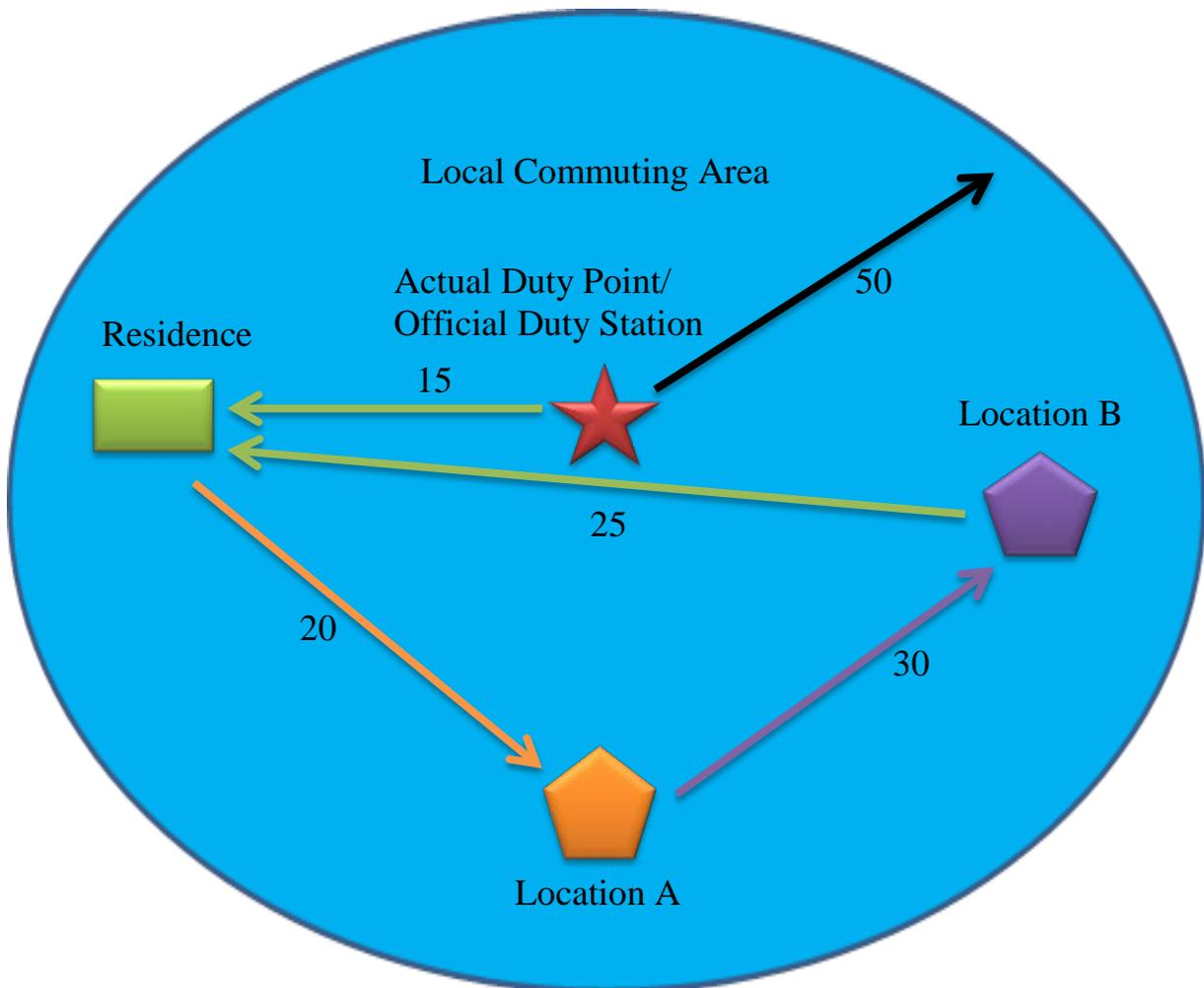


**Example 5 (Multiple Stops):**

Employee travels from their residence to Temporary Duty Location “A” within the local commuting area (other than Actual Duty Point/Official Duty Station), then to Temporary Duty Location “B” within the local commuting area, and back to their residence.

- Mileage from employee’s residence to Temporary Duty Location “A” is actual mileage, less the normal one-way commute.
- All mileage from Temporary Duty Location “A” to location “B” is compensable.
- Mileage from Temporary Duty Location “B” to employee’s residence is actual mileage, less the normal one-way commute.

The employee is entitled to claim 45 miles in this example.

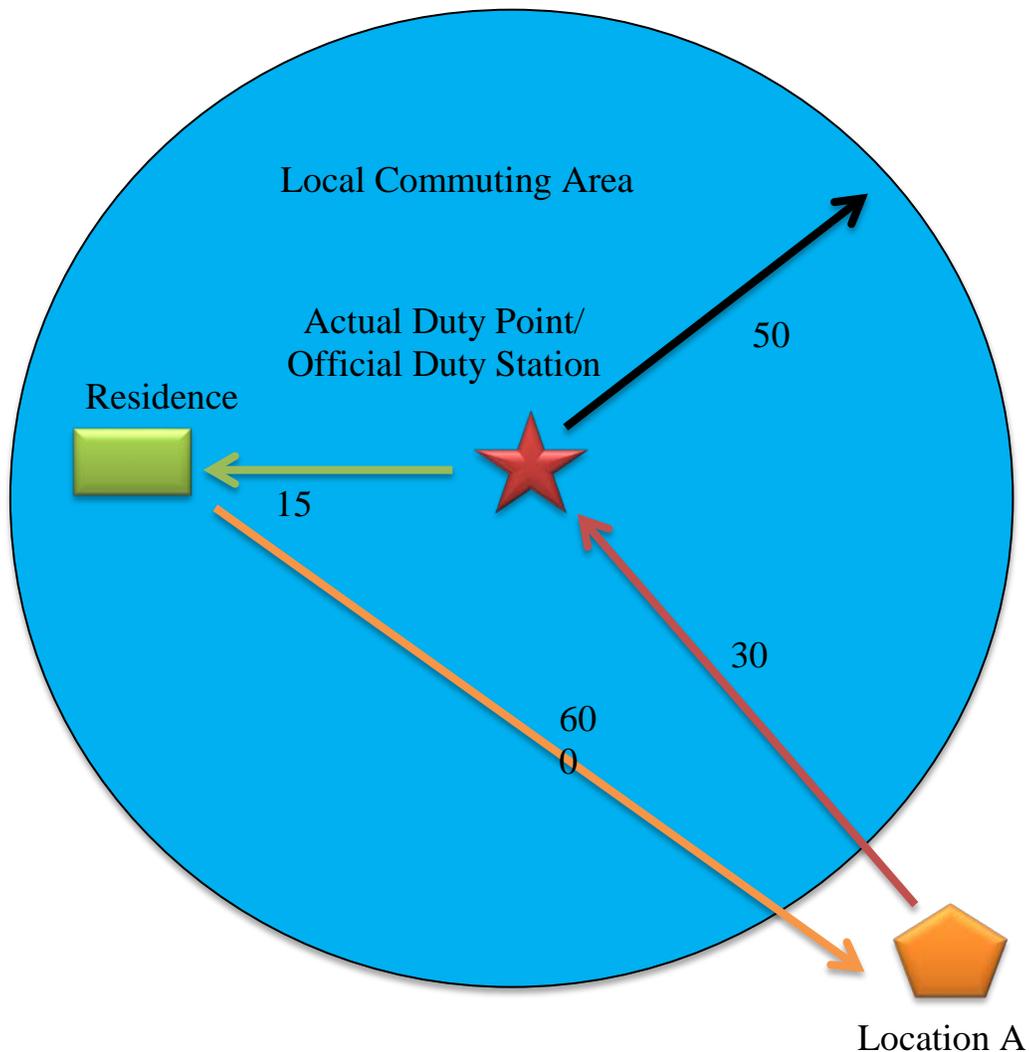


**Example 6 (Multiple Stops):**

Employee travels from their residence to Temporary Duty Location “A” outside the local commuting area, then to Actual Duty Point/Official Duty Station, and back to their residence.

- All mileage from employee’s residence to Temporary Duty Location “A” is compensable.
- All mileage from Temporary Duty Location “A” to Actual Duty Point/Official Duty Station is compensable.
- Mileage from Actual Duty Point/Official Duty Station to employee’s residence is not compensable.

The employee is entitled to claim 90 miles in this example.

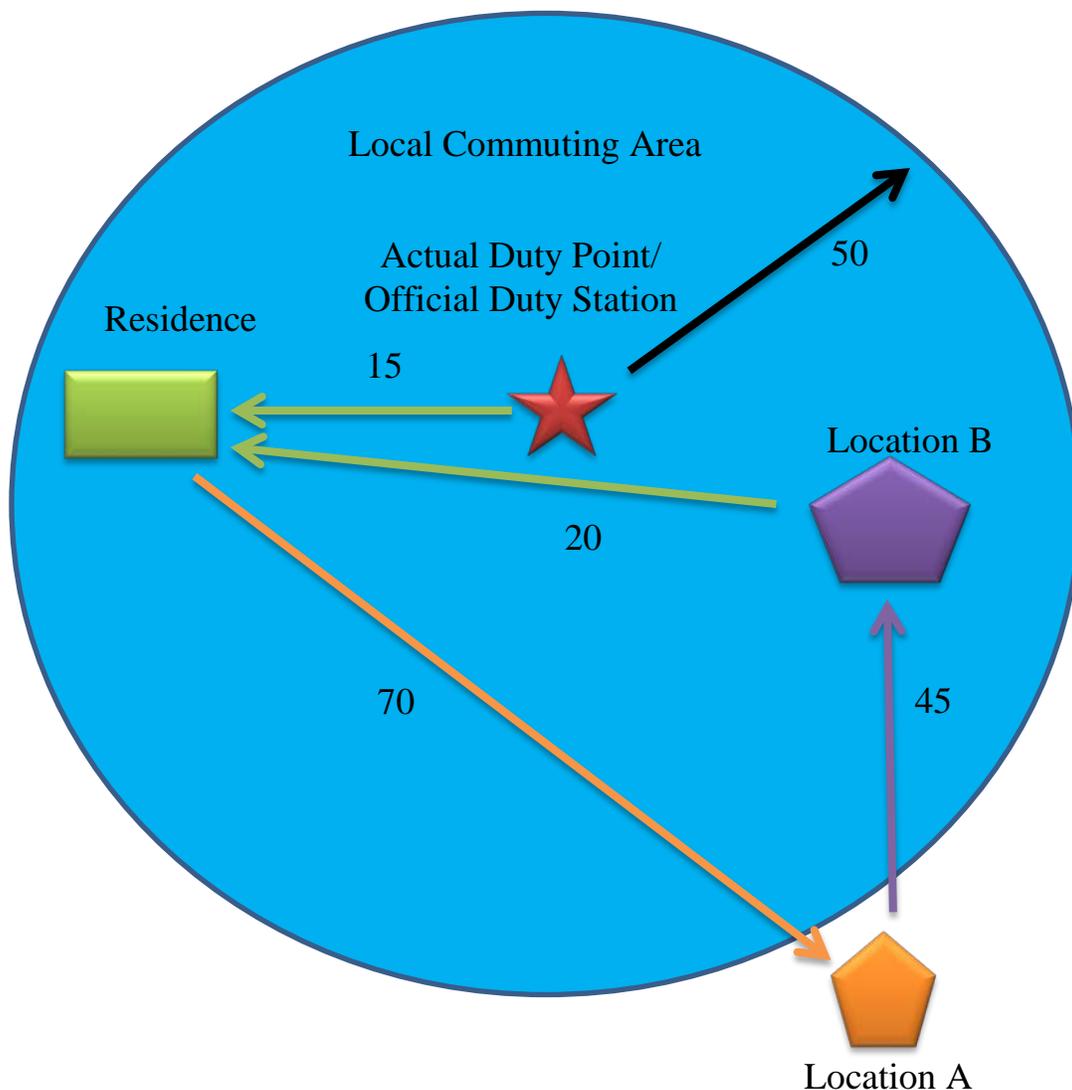


**Example 7 (Multiple Stops):**

Employee travels from their residence to Temporary Duty Location “A” outside the local commuting area, then to Temporary Duty Location “B” (inside the local commuting area), and then to their residence.

- All mileage from employee’s residence to location “A” is compensable.
- All mileage from Temporary Duty Location “A” to Temporary Duty Location “B” is compensable.
- Mileage from Temporary Duty Location “B” to employee’s residence is actual mileage, less the normal one-way commute.

The employee is entitled to claim 120 miles in this example.

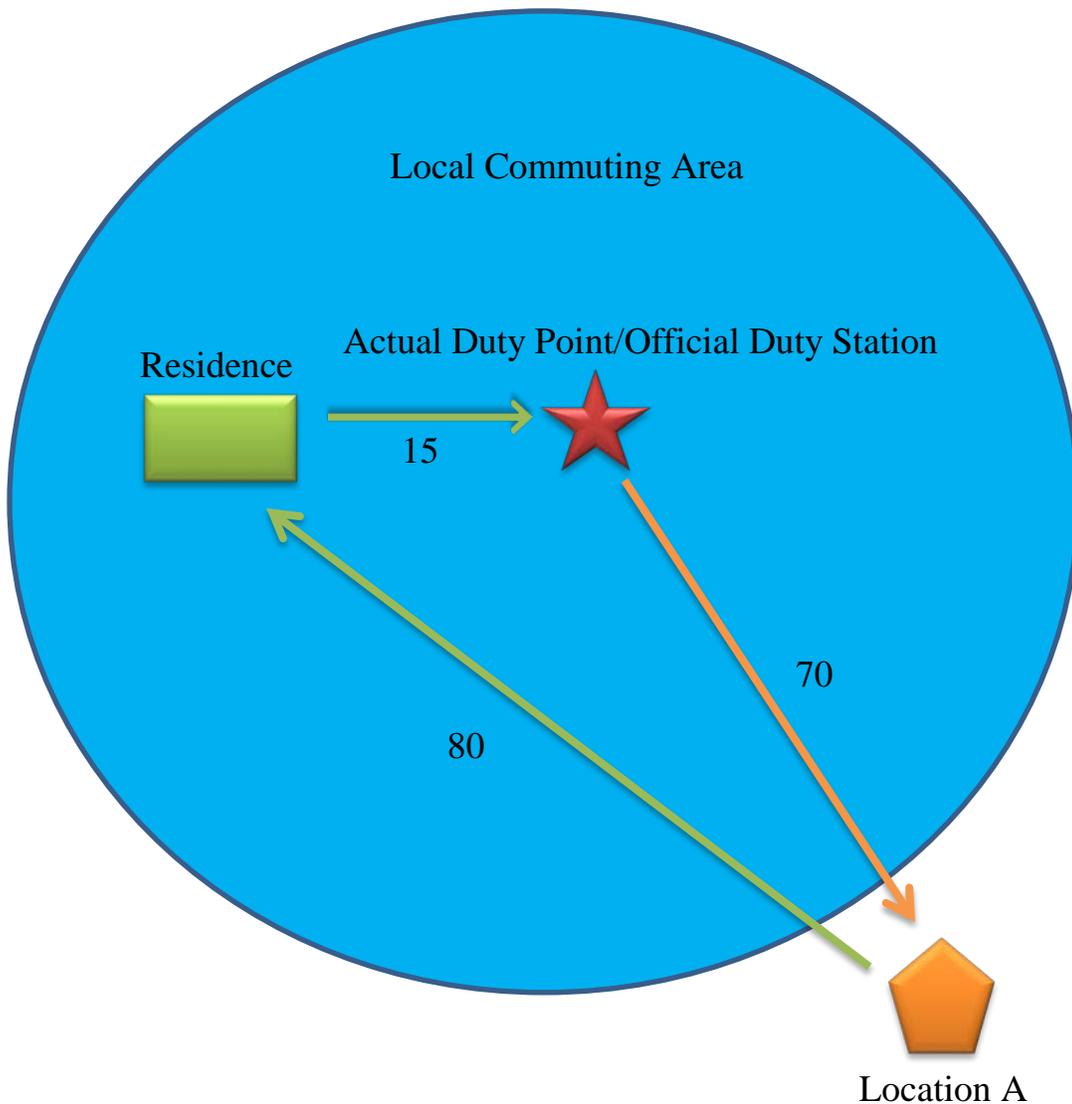


**Example 8 (Single Stop):**

Employee travels from their residence to Actual Duty Point/Official Duty Station, then to Temporary Duty Location/Location “A” outside the local commuting area, and back to their residence.

- Mileage from employee’s residence to Actual Duty Point/Official Duty Station is not compensable
- All mileage from Actual Duty Point/Official Duty Station to location “A” is compensable.
- All mileage from Temporary Duty Location “A” to residence is compensable.

The employee is entitled to claim 150 miles in this example.



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**REFERENCE LINKS**

**Version Date  
(Printed for distribution)**

- OF-1164, Claim for Reimbursement for Expenditures on Official Business:** \_\_\_\_\_  
<https://www.gsa.gov/cdnstatic/OF1164-17a.pdf?forceDownload=1> address

**Checked Materials have been printed from the links in this manual and included for reference.**