DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102-9237

AEUSG-LO-TRN 15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26TH ASG Command Policy Memorandum 30, Use of Privately Owned Vehicle (POV) for Local Vicinity Travel

1. References:

a. Joint Federal Travel Regulations, Volume 1.

b. Joint Travel Regulation, Volume 2.

c. AR 37-106, Finance and Accounting for Installation Travel and Transportation Allowances.

d. USAREUR Regulation 690-60 (Local Nationals).

e. AR 58-1, April 93, Management and Use of Administrative Vehicles.

f. USAREUR Regulation 55-6, 11 Nov 93, Transportation and Travel, Base Operation Transportation.

2. This memorandum establishes procedural guidance for the authorization, control and reimbursement of mileage expenses incurred by employees using privately owned vehicles to perform official local government travel. This procedural policy does not include medical travel or travel performed while on temporary duty.

3. These procedures apply to all activities and tenant units supported by any of the Transportation Motor Pools (TMP'S) within the 26th Area Support Group. All categories of personnel (Military, DA Civilian and Local Nationals) are included.

4. General guidance:

a. The Joint Federal Travel Regulations (JFTR), U3500-B states that an individual is not entitled to per diem for TDY performed within the local area (outside the limits) of the Permanent Duty Station (PDS or for TDY round trips), which are performed entirely within a 12 hour period. The appropriate designated approval authority may authorize travel by a Privately Owned Vehicle (POV) in lieu of Government transportation when it is necessary to meet mission requirements within the 26th Area Support Group area of responsibility. Local travel is authorized within Germany if the commander/supervisor can determine travel will be completed within 12 hours for military and authorized civilian personnel.

b. Travel to areas outside the 12-hour limit requires travel orders (DD Form 1610) or use of arranged transportation.

c. User organizations must provide funding for local vicinity travel. The 26th Area Support Group, BASOPS "D" account is not funded to provide reimbursement. Users must also establish control procedures for approval of local travel requests.

5. Requirements to determine transport:

a. To determine the method of transportation for local area travel, the modes of transportation will be considered in the order listed: DA or DOD scheduled bus service; Scheduled public transportation; DA or DOD non-tactical motor vehicles, or Voluntary use of POV on a reimbursable basis. The Government will pay per mile; other expenses for voluntary use of POV will be borne by the owner.

b. Cost and mission requirements will be the determining factors.

6. Responsibilities: Commanders/Activity Directors must appoint local travel authorities authorized to grant permission for the use of privately owned vehicles, when proven more advantageous to the Government or when Government transportation is not available, and review each SF 1164 and route through DRM/Comptroller to Finance.

7. Individual responsibilities:

a. Determine that the unit/activity will reimburse him/her for the local travel prior to performing the travel. Prior approval must be obtained.

b. Military personnel, Civilian and Local Nationals will initiate a claim for reimbursement.

(1) Military personnel and DA Civilians must use SF 1164 for reimbursement of local vicinity travel. The form must have an accounting classification from the traveler's unit/activity and submitted to the local finance for payment.

(2) Local Nationals must use AE Form 690-99D to claim reimbursement for use of POV. Form 690-99D will be reviewed and signed by the immediate supervisor or person designated by the division chief and submitted to the timekeeper.

c. The SF 1164 will be valid for use during the period approved by the Commander, director or supervisor, authorized during any calendar month within the fiscal year. The SF 1164 may be used for a period of 30 days. Multiple infrequent trips during the calendar month is directed to eliminate/reduce administrative burden for the number of claims submissions filed, reduce costs associated with processing claims for reimbursement, reduce soldier/employee time away from the work place and increase personnel productivity.

8. Commanders within the 26th Area Support Group may add to, but not change the procedures outlined in this memorandum. The point of contact for this memorandum is the 26th ASG S4/DOL, Transportation, DSN 373-8296.

/s/
ROBERT C. RUSH
Colonel, IN
Commanding

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