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**Financial Management**

**PERFORMING OFFICIAL TRAVEL IN LOCAL  
AREA**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 65-1, *Management of Financial Services*. This instruction establishes policies and procedures affecting reimbursement for expenses incurred while performing official travel in the local area per AFR 177-103, *Travel Transactions at Base Level*, para 3-5b. The provisions set forth herein apply to all Air Force and civilian personnel assigned or attached in a transient status to Osan Air Base, Korea. It does not apply to the Air National Guard (ANG) or US Air Force Reserves (USAFR) members or units.

**1. Definition of Local Area** . The local area is defined as an area, which include: Osan AB, Korea and surrounding metropolitan area, Osan, Yongsan, and Suwon.

**2. General** . Normally, orders will not be issued to authorize travel in local area. This generally applies to round trip travel during the same calendar day within the area designated. Commanders or their designees may authorize payment for transportation expenses incurred when a member performs duty in the local area based on verbal authorization. A commander may authorize TDY in the local area, using written orders, if he/she considers it to be in the government's best interest. It is the responsibility of orders approving officials to determine requirements for transportation, lodging, subsistence and other expenses before approving orders, which authorize a temporary duty assignment.

**3. Authorized Travel Expenses** . Reimbursable expenses for travel will be computed using the rates established in the Joint Federal Travel Regulation (JFTR) Volume I and the Joint Travel Regulation (JTR) Volume II. The SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, will be submitted to claim reimbursement. Approval by the commander is required.

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Commander