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Financial Management

VICINITY TRAVEL



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This instruction establishes procedures for the authorization of, and reimbursement to, individuals for their use of privately owned vehicles (POV) in the performance of official business. This instruction applies to all units located on McChord AFB.

1. References:

- 1.1. AFR 177-103, Travel Transactions at Base Level
- 1.2. JFTR Vol I, Joint Federal Travel Regulation - (Military)
- 1.3. JTR Vol II, Joint Travel Regulation - (Civilian)

2. Terms Explained:

- 2.1. FSO: Financial Services Office
- 2.2. POV: Privately Owned Vehicle
- 2.3. Vicinity Travel: Travel in local area, as defined in paragraph **3.1.** using POV.

3. POV Use For Official Business:

- 3.1. Reimbursement for the use of a POV in the performance of official business is restricted to the local area. The local area includes McChord AFB and Fort Lewis, and the entire area encompassed by counties of King, Pierce, Thurston, Lewis, Mason and Kitsap, as well as along the I-5 corridor of Snohomish County.
- 3.2. Reimbursement may be authorized for transportation expenses which are necessarily incurred by members in the conduct of official business in and around their duty station. Authorization requires a

determination by the squadron commander/staff agency chief that the vicinity travel is more advantageous to the government. Reimbursement will not be approved for vicinity travel performed:

- 3.2.1. For personal convenience or preference.
- 3.2.2. Between place of duty and domicile.
- 3.2.3. Between place of duty and place where meals are taken.

4. Procedures:

4.1. Claims for reimbursement will be submitted to the FSO on SF 1164, Claim for Reimbursement for Expenditures on Official Business. One-time claims are to be filed within 5 working days after completion of travel. Individuals having multiple claims within a month's time may elect to file on a monthly basis.

4.2. SF 1164 will be signed by the squadron commander/staff agency chief in block 8. The signing individual must have a DD Form 577, Signature Card, on file with the FSO.

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