

**BY THE ORDER OF
THE COMMANDER**

FAIRCHILD AFB INSTRUCTION 65-100

5 JANUARY 1996

Financial Management

**REIMBURSEMENT OF LOCAL TRAVEL
EXPENSES (VICINITY)**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policies, procedures, and controls for reimbursement of official travel at personal expense within the specified vicinity of Fairchild AFB. It applies to all military members/civilian employees assigned to Fairchild AFB, to include all assigned/tenant organizations. Vicinity travel of member/employee at location other than his/her permanent duty station in conjunction with a regularly directed temporary duty assignment is not covered by this instruction.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this instruction are 5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397. Privacy Act Statement required by AFI 37-132 is in attachment 2. The requester will show, and on request, give the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data, before asking for the information.

- 1. SF FORM 1164:** Claim for reimbursement for expenditures on official business will be submitted for vicinity travel claims. Only the installation commander or his/her designated representative may approve claims that are advantageous to the government. Appointment letters signed by the installation commander for designated representatives must be furnished to the 92 ARW/FMFT before approval of any claims.
- 2. AREA:** For the purpose of this instruction, Spokane County is considered to be in the vicinity of Fairchild AFB. Travel to any other area requires official travel orders be issued to support reimbursement.
- 3. REIMBURSEMENT:** Members who travel by privately owned vehicles (POV) are entitled to reimbursement at the rate per mile authorized in the Joint Federal Travel Regulations (JFTR) Volume I and Joint Travel Regulations (JTR) Volume II. Mileage is based on speedometer readings or other evidence furnished by the traveler.
- 4. POLICIES:** The criteria for vicinity travel is highly technical and complex. The basic entitlements are found in the JTRs Volumes I and II. Authorization or approval and method reimbursement is in accor-

dance with the applicable JTR. JFTR Volume I lists active duty military entitlements and JTR Volume II list the Department of the Air Force Civilian (DAFC) entitlements. This instruction is not intended to be all inclusive. The following subparagraphs list some restrictions to vicinity travel:

- 4.1. Vicinity travel is not payable under this instruction for travel between residence and permanent duty station (PDS), except when such travel is via another place of duty. However, if this type travel is to be claimed, a detailed statement of circumstances must be made on the SF 1164.
- 4.2. Vicinity travel is not payable for the purpose of alerts or to comply with the requirements of the Sponsorship Program.
- 4.3. Vicinity travel is not payable under this instruction when a traveler must remain overnight at a TDY location.

5. RESPONSIBILITIES:

- 5.1. Each traveler claiming reimbursement must become familiar with the provisions of this instruction and comply with its requirements and any other requirements levied by the approving authority.
- 5.2. More than one trip may be included on a single SF 1164, but each SF 1164 will only include trips started during a single month. Claims may be submitted anytime during the month travel took place, but not later than five working days after the end of that month.

DANIEL P. BARNETT, Major, USAF
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