

2 NOVEMBER 1994

*Financial Management*



**REIMBURSEMENT FOR TRAVEL IN THE  
VICINITY OF MCCONNELL AFB KS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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*This instruction prescribes the procedures governing the use of private conveyance at government expense, and obtaining reimbursement for transaction expenses incurred by military/civilian members in the vicinity of McConnell Air Force Base, Kansas, when conducting official business. It implements AFR 65-6, Budget, and applies to all assigned/tenant organizations.*

- 1. References.** JFTR Vol I, Chapter 3, paragraph U3500-A, B, C; JTR Vol II, Chapter 2, paragraph 2400; and AFR 177-103, Chapter 3, paragraph 3-5.
- 2. Approval.** Submit claims for vicinity travel by the claimant on SF 1164, **Claim for Reimbursement for Expenditures on Official Business**. The installation commander or his designated representatives approves as *advantageous* to the government.
- 3. Area.** For the purpose of this instruction, McConnell AFB KS vicinity will extend north to Interstate Highway 70 (including Fort Riley and Topeka), east to U.S. Highway 75, South to Interstate Highway 40 (including Tinker AFB OK), and west to U.S. Highway 283.
- 4. Entitlement.** Reimbursement of expenses incurred are at the current JFRR rate for military members, and the JTR rate for DoD civilian employees. For travel by privately owned conveyance, mileage is based on odometer readings or other evidence furnished by the traveler involved.

CHARLES H. COOLIDGE, JR., Brigadier General, USAF  
Commander