

**BY THE ORDER OF
THE COMMANDER 305TH AIR MOBILITY
WING (AMC)**

MAFB INSTRUCTION 65-101

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Financial Management

VICINITY TRAVEL



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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 performance of official business. It incorporates and clarifies instructions contained in the Joint Federal Travel Regulation (JFTR) and AFR 177-103. This regulation applies to all units (active, reserve and guard) assigned or attached to McGuire AFB for travel pay support.

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. POV USED FOR OFFICIAL BUSINESS. Reimbursement for the use of a POV in the performance of official business is restricted to the local area. The local area or vicinity travel area from McGuire AFB includes the following:

- 2.1. The entire state of New Jersey
 - 2.1.1. In Pennsylvania, from the Walt Whitman Bridge, west on I-76 to the intersection of Route 1 north, then north on Route 611, north on Route 263, northeast on Route 202 to border
 - 2.1.2. In New Your, New York City (NYC), all five boroughs of NYC, Long Island, and West Chester County
- 2.2. 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. Vicinity travel payments include claims for mileage, actual commercial or carrier costs, toll fees and parking fees. All travel outside the designated vicinity travel area and all overnight tours must be performed per Temporary Duty (TDY) orders. Reimbursement will not be approved for vicinity travel performed:

- 2.2.1. For personal convenience or preference.
- 2.2.2. Between place of duty and domicile.
- 2.2.3. Between place of duty and place where meals are taken.

3. VICINITY TRAVEL APPROVAL:

3.1. Geographically Separated Units (GSUs). Commanders or their designees may authorize or approve use and payment of transportation incurred at personal expense for personnel who perform official business within their duty station or within the local area of the duty station. The local area is the limits of the duty station and metropolitan area surrounding the duty station which is ordinarily serviced by local common carrier or within a local commuting area of the duty station. A local area may also include separate cities, towns, or installations located adjacent to or in close proximity of each other within which the commuting public travels during normal business. An arbitrary mileage radius cannot be used to establish the local area per Comptroller General Decision B-196049, 21 April 1980.

3.2. The hospital commander, clinic administrators or approved administrators are authorized to approve vicinity travel for patients referred to authorized civilian or other military medical facilities falling within the vicinity travel area described in paragraph 2. Approval for patient travel must be obtained prior to commencing travel.

3.3. The commander or appointed representative of the 514th Air Mobility Wing will approve all claims for vicinity travel. All claims will be submitted through the 514 AMW/FMA prior to being submitted to the 305 AMW/FMFS for payment.

3.4. All other claims for vicinity travel must be approved by the traveler's squadron commander (or their designees) or wing staff agency division chief (or their designees).

4. CLAIMS FOR REIMBURSEMENT. Claims for reimbursement will be submitted to the financial services office on Standard Form 1164, claim for Reimbursement for Expenditures on Official Business. Although all items to be completed are self-explanatory, the following information is provided by specific items indicated:

- 4.1. Item 1, show the complete address of the traveler's unit of assignment to include office symbol.
 - 4.1.1. Item 6(c) and (d), if claim is for reimbursement of mileage or transportation expenses indicate complete address for points of travel.
 - 4.1.2. Item 8, approving official will type or print his/her name and duty title.

4.1.3. Accounting classification. The approving official will indicate in the lower left corner the Responsibility Center Cost Center to be charged when the claim is paid.

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