
CENTER MANAGEMENT AND ADMINISTRATION

Obtaining Reimbursement for Local Travel Expenses

CONTENTS

PURPOSE
PER DIEM
REFERENCES
EXPENSES
FORM USED
PROCEDURES
LIMITATIONS
AUTHORITY
OFFICIAL DISTANCES
EFFECTIVE DATE

PURPOSE

This MAPP provides instructions for obtaining reimbursement for expenditures incurred by CDER personnel while on official business within the area of their permanent duty station (permanent place of employment).

PER DIEM

- Per diem is not allowed for employees at their permanent duty stations.
- The official station or area within which per diem will not be paid is a 35-mile radius from the official duty station to the temporary duty location and from the residence to the temporary duty location.

REFERENCES

DHHS Travel Manual, Chapters 4-30 and 5-00, January 26, 1990

EXPENSES

Mileage allowances for the use of privately owned vehicles (POA), for Civil Service and Commissioned Personnel, are as follows.

- 31 cents per mile for a privately owned automobile (effective 06/07/96)
 - 30 cents per mile for a privately owned motorcycle (effective 06/07/96)
 - In addition to the mileage allowances, civil service and Commissioned personnel may be reimbursed for parking fees incurred when traveling away from their permanent place of employment.
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FORM USED

Claims for reimbursement of travel and miscellaneous expenditures incurred while traveling within the official duty station should be submitted on Standard Form 1164, "Claim for Reimbursement of Expenditures on Official Business."

PROCEDURES

- Prepare an original SF-1164 and at least one copy (a \$10 minimum reimbursement amount is needed in order to process an SF-1164) then submit it to the appropriate Management Officer/Program Specialist for review and approval. A copy should be retained by administrative personnel for administrative use and control purposes. Additional copies may be prepared if needed to fulfill the needs of a particular Program.

- The approved SF-1164 should be forwarded by either the applicant or Administrative Personnel to the Office of Financial Management, Travel Audit Section, HFA-123, Room 11-89.
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LIMITATIONS

- Reimbursement of local travel expenses will be limited to the costs beyond normal commuting costs. This means that a computation and a reduction must be made to take into account the expenses that would normally be used in commuting to and/or from work if the local travel involved started and/or ended the work day in a place other than the normal work location.
 - Car pool members who drive their car on a day when they otherwise would not have driven to carry out an assignment involving local travel may be incurring travel expenses in excess of their normal commuting costs and may be considered for reimbursement for full mileage. However, when car pool members report to their duty station prior to going to their assignment or return to their duty station after their assignment, but before returning home, there is no reimbursement for costs between residence and duty station. This is based on the premise that employees are expected to bear the costs of transportation between their home and place of duty.
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AUTHORITY

The form SF-1164 must be approved by the management officer/program specialist (the person who had knowledge that the expenses claimed by the employee were incurred on official business).

OFFICIAL DISTANCES

Official maximum one-way distances have been established to certain places within the Washington Metropolitan area where frequent official travel occurs. These distances are the maximum allowed that may be cited for claims of reimbursement on the SF-1164. When official travel occurs to other places not listed, mileage will be determined based on odometer

readings (actual odometer reading need not be shown on the travel claim). Please refer to the Staff Manual Guide 2341.1 for the listing of maximum one way distances.

EFFECTIVE DATE

This guide is effective upon date of publication.