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REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLES

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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

3800.2
REVISION 3

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REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLES PART ONE--BASIC PROVISIONS

I. PURPOSE

This directive prescribes FSIS policy on reimbursement for use of privately owned vehicles by employees on official travel. The use of privately owned vehicles in conjunction with employee relocation allowances is covered by FSIS Directive 3820.1, Employee Relocation Allowances.

II. CANCELLATION

Cancels FSIS Directive 3800.2, dated 11/3/81. **NOTE:** This directive is numbered Revision 3. Previous editions dated: 3/31/80 (basic), 9/11/80 (first revision), and 11/3/81 (second revision).

III. (RESERVED)

IV. REFERENCES

FSIS Directive 3820.1, Employee Relocation Allowances
Internal Revenue Service Publication 917, Business Use of a Car

V. FORMS AND ABBREVIATIONS

The following will appear in their shortened form in this directive:

ATR	Agriculture Travel Regulations
CFR	Code of Federal Regulations
FTR	Federal Travel Regulation
GFA	Government-Furnished Automobile
GFO	Government-Furnished Office
GSA	General Services Administration
IDP	Incidental Duty Point
MDP	Multiple Duty Points
NCD	Normal Commuting Distance
PDL	Primary Duty Location
POV	Privately Owned Vehicle
SDL	Secondary Duty Location
TDL	Temporary Duty Location
TDY	Temporary Duty

FSIS Form 3800-2, Annual Notice to High-Mileage Drivers

DISTRIBUTION:

All Washington Offices; All Field
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Reviews Branch

VI. **AUTHORITY**

Title 5 of the U.S. Code, Sections 5701-5709, provides that individuals traveling on official Government business are entitled to certain allowances to cover transportation and related expenses. GSA prescribes a uniform, Governmentwide Federal Travel Regulation, which is published in Title 41 of the CFR, Parts 301-304. Department policies on travel by privately owned vehicles are stated in the ATR. This directive is consistent with 5 U.S.C. 5701-5709 and the ATR.

VII. **DEFINITIONS**

A. **Duty Point.** A physical location, usually identified by a street address of a single location where an employee performs official duties on a regular or temporary basis. A duty point could be the local FSIS office where work is performed or a plant where inspection work is done. Examples of duty points also include temporary duty points or relief assignment plants. Employees may have a single duty point or multiple duty points.

B. **Employee.** Any FSIS employee or other person performing official travel on behalf of FSIS.

C. **Government-Furnished Automobile (GFA).** An automobile that is:

1. **Owned** by FSIS.
2. **Assigned** to FSIS on a rental basis from a GSA motor pool.
3. **Leased** by the Government for a period of 30 days or more from a commercial firm.

D. **Government-Furnished Office (GFO).** Any space that is owned or rented by the Government.

E. **High-Mileage Driver.** Employee who drives an average of 700 miles or more per month on official business. ■

F. **Incidental Duty Point (IDP).** A temporary duty point, such as the post office, at which the employee stops to drop off or pick up items.

G. **Multiple Duty Points (MDP).** More than one location where an employee performs official business. Points include temporary duty locations, permanent duty locations, and incidental duty locations.

H. **Normal Commuting Distance.** Round-trip mileage distance for direct travel over normally traveled routes between an employee's residence and PDL.

I. **Officer-in-Charge.** A person so designated by the various FSIS program or administrative management areas with authority to determine duty points for employees under their supervision.

J. **Official Duty Station.** The corporate limits of the city or town or other established area with definite boundaries in which an employee is stationed on a permanent basis.

1. If an employee is stationed in a city which is completely within the corporate limits of a larger city, the employee's official duty station includes the corporate limits of the larger city.

2. If an employee is **not** stationed in an incorporated city or town, the official station is determined in the following order of precedence:

a. The reservation, station, or established area in which the duty station is located.

b. The area covered by a 25-mile radius around the duty point designated as the employee's PDL. **NOTE:** When this occurs, the employee's official duty station will be shown on some personnel documents as the nearest location for which GSA has assigned a geographic location code, even though this may differ from the actual official station. However, the employee will be notified in writing of the primary duty location and the official duty station.

K. **Other Daily Commuting Costs.** Expenses an employee incurs when traveling from the employee's residence to the PDL. Expenses may include road tolls and public transportation costs, such as subway, train, or bus fares.

L. **Primary Duty Location (PDL).** The single duty point used for reference in determining the limits of the employee's official duty station.

1. Where an employee has:

a. **A single duty point**, the PDL is that duty point.

b. **Multiple duty points** as part of the regular assignment, the PDL is a duty point designated by the officer-in-charge. Factors that should be considered in determining the PDL include:

(1) The duty location where the employee spends the majority of time.

(2) The central location of one duty point relative to the other duty points in the regular assignment.

(3) Availability of office space.

(4) Distance to a post office.

(5) Other pertinent administrative reasons. **NOTE:** The location of an employee's residence is not a factor in determining the PDL.

2. Where an Inspection Operations employee has multiple inspection activities, the PDL is the plant designated as the headquarters point of the regular assignment. ■
■
■

M. **Regular Assignment.** The duties and duty point(s) to which the employee is assigned on a permanent basis. ■
■

N. **Residence.** The place of abode from which the employee commutes on a daily basis.

O. **Secondary Duty Location (SDL).** A duty point other than the PDL that is part of the regular assignment. ■
■

P. **Temporary Duty Location (TDL).** A duty point to which an employee is temporarily assigned that is **not** part of the employee's regular assignment. The TDL could be either inside or outside the official duty station. ■
■
■
■

PART TWO--GENERAL REQUIREMENTS FOR CLAIMING REIMBURSEMENT

I. AUTHORITY TO USE PRIVATELY OWNED VEHICLES

FSIS employees will be reimbursed for use of their privately owned automobiles, motorcycles, or airplanes on official business if such use is:

- A. Authorized or approved as advantageous to the Government.
- B. Authorized or approved as an exercise of the employee's personal preference to use a private vehicle instead of a Government-furnished vehicle or common carrier service.

II. EXPENSES WHICH ARE REIMBURSABLE

A. Mileage.

1. Travelers using POV's on official business shall be reimbursed at established mileage rates, based on the number of miles traveled for official purposes.

2. When two or more employees travel together in the same private vehicle, mileage shall be payable to only one of them. If the passengers contribute to the operating expenses, this will not reduce the operator's entitlement, nor will it entitle the passengers to submit a claim. The employee claiming the mileage allowance must state the names and employing agencies of the other employees on his/her travel voucher.

B. Other Allowable Costs.

1. **General.** In addition to mileage allowances, travelers may be reimbursed for parking fees; ferry fees; bridge, tunnel, and road tolls; and airplane parking, landing, and tie-down fees; unless the travel orders or other administrative determinations restrict such allowances.

2. **Automobile Parking Fees.** It is FSIS policy that parking fees will be paid for TDY travel only when free parking is not available ■
■
at the TDL. When free parking is not available or practical, obtain parking arrangements as economically as possible. ■
■

a. **Travel Outside the Official Duty Station.** Necessary vehicle parking fees incurred on official business, including overnight storage and airport parking, are allowable. To claim reimbursement, the dates and amounts of parking fees should be shown on the travel voucher. Parking fees and overnight storage fees must be shown separately.

b. **Travel Within the Official Duty Station, but Away From the PDL.** Parking fees incurred on official business may be claimed. The dates and amounts of such fees must be shown on the travel voucher along with a statement such as "Parking fee incurred on official business at ABC Company."

c. **Parking Fees at the PDL.** Generally, the expense of renting a parking space at the PDL for personal convenience is not reimbursable. However, when the use of a POV on official business causes the employee to incur extra expenses over and above the normal rental fee (for example, "out and in" charges) these extra expenses should be reimbursed. If an employee who does not normally drive to work is requested to bring his/her car to work for use on official business, the parking fees at the PDL should be reimbursed for the days on which the employee is required to drive.

III. COMPUTING DISTANCES TRAVELED

A. **Automobile and Motorcycle Travel.** Distances traveled between points shall be as shown in standard highway mileage guides or by actual odometer readings. (The beginning and ending odometer readings do not have to be shown on the travel voucher.) Any substantial deviations from the distances shown in the standard highway mileage guides must be explained on the travel voucher.

1. **Standard highway mileage guide distances** must be shown on travel vouchers when travel is performed between major points and odometer readings are not available.

2. **Odometer readings** should be used when a standard highway mileage guide is not available or its use is not appropriate (for example, to measure local travel, travel by rural routes, or side trips).

a. Local or rural travel covering more than 1 day must be reported on the travel voucher by showing the number of miles driven each day and the names of the major points visited each day.

b. If the exact route is followed on 2 or more days reported on the same travel voucher, the details should be reported for the first day, and any subsequent trips may be reported by referring to the date of the first trip and including a statement such as "Repeated trip of (date)."

B. **Airplane Travel.** The air mileage between the origin and destination airports, as determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, shall be reported on the reimbursement voucher and shall be used in computing payment for the use of a privately owned airplane. Any deviations from the mileage shown on these charts must be explained on the voucher.

IV. MILEAGE ALLOWANCES

This paragraph prescribes the allowable mileage reimbursement when the use of a POV is authorized or approved. (See Attachment 2-1 for examples.) Payment of home-to-home mileage is prohibited governmentwide. **Exceptions** will be granted by this Agency **only** to those employees who meet the criteria in subparagraph B.1. **NOTE:** Employees should be aware that there is a possible Federal income tax implication with regard to employer reimbursement of employees' transportation expenses. Employees should consult the Internal Revenue Service Publication 917, Business Use of a Car, or seek tax advice as deemed appropriate.



A. Employee Whose Regular Assignment is ONLY to a Single Duty Point.

1. **Travel to the PDL.** An employee may not be reimbursed for mileage between his or her residence and the PDL. Such travel constitutes normal home-to-work commuting for which reimbursement is not allowed.

2. **Travel to TDL.** (EXCEPTION: Inspection employees traveling to multiple **inspection** duty points because of TDY assignment, such as doubling or relief assignment, should refer to subparagraphs B. 1. and 2.) ■ ■ ■

a. **Within the Official Duty Station.** An employee may not be reimbursed for **all** commuting mileage when travel is limited to duty points within the official duty station.

(1) **Without Reporting to the PDL.** Employee will be reimbursed for all mileage driven in excess of the normal commuting mileage or other daily commuting costs. (See Attachment 2-1, Example 1.)

(2) **Before or After Reporting to the PDL and Returning Directly Home.** Employee will be reimbursed for all miles driven in excess of the normal commuting mileage or other daily commuting costs. (See Attachment 2-1, Example 2.)

(3) **From the PDL and Return to the PDL.** Employee will be reimbursed for all mileage in direct travel between two or more duty points. (See Attachment 2-1, Example 3.)

b. Outside the Official Duty Station.

(1) **Without Reporting to the PDL.** Employee will be reimbursed for all mileage in direct travel between residence and TDL.

NOTE: Reimbursement of all mileage applies ONLY when travel is completely outside the official duty station by an employee whose regular assignment consists of a single duty point. (See Attachment 2-1, Example 4.)

(2) **Before or After Reporting to the PDL and Returning Directly Home.** Employee will be reimbursed for all mileage less one-half the normal commuting distance. (See Attachment 2-1, Example 5.) Reimbursement applies also for travel to any point within the official duty station before or after travel to a point outside the official duty station. (See Attachment 2-1, Example 9.)

(3) **From the PDL and Return to the PDL.** Employee will be reimbursed for all mileage in direct travel between duty points. (See Attachment 2-1, Example 3.)

B. Employee Whose Regular Assignment is to Multiple Duty Points.

1. An employee who is required to vary the order in which he or she visits all duty locations to ensure program integrity will be reimbursed for all mileage within the following limitations.

a. **Both the First and Last Inspection Duty Points are Inside the Official Duty Station.** Mileage reimbursement from the employee's residence to the first duty point plus the mileage from the last duty point back to the employee's residence may not exceed a total of 50 miles. In addition, employee will be reimbursed for all mileage between duty points. See subparagraph B. 6. for mileage reimbursement when travel is to IDP's. (See Attachment 2-1, Example 6.)

b. **Either the First or the Last Inspection Duty Point is Inside the Official Duty Station.** Mileage reimbursement will be limited to 25 miles between the point within the official duty station and the employee's residence. In addition, employee will be reimbursed for mileage between residence and the duty point outside the official duty station and for all mileage between duty points. See subparagraph B. 6. for mileage reimbursement when travel is to IDP's. (See Attachment 2-1, Example 7.)

2. An employee who does not comply with the requirement to vary the order in which he or she visits all inspection duty points is not entitled to home-to-home mileage. The limitation applies regardless of whether the employee qualifies under other rules. Compliance is mandatory for payment of home-to-home mileage and supersedes all other regulations governing mileage reimbursement.

a. **Employee Starts OR Ends Each Day at the Same Duty Point.** Mileage reimbursement is reduced by one-half the normal commuting distance.

b. **Employee Starts AND Ends Each Day at the Same Duty Point.** Mileage reimbursement is reduced by the normal commuting distance.

3. When an employee's regular assignment includes travel to and from a GFO, reimbursement is not allowed for mileage between residence and the GFO (i.e., area or regional office). Reimbursement will be reduced by the mileage between residence and the GFO. (See Attachment 2-1, Example 8.)

4. When an employee's regular assignment involves multiple duty points but he or she travels only to a single duty point on any given day, for example, as a result of a temporary plant closing, mileage reimbursement will be as follows: (NOTE: Mileage reimbursement is the same as for employees whose regular assignment is a single duty point.)

a. **Single Duty Point is the PDL.** No reimbursement for travel mileage.

b. **Single Duty Point is an SDL Inside the Official Duty Station.** Reimbursement for all mileage in excess of the normal commuting distance. (See Attachment 2-1, Example 1.)

c. **Single Duty Point is an SDL Outside the Official Duty Station.** Reimbursement for all mileage driven in direct travel between the residence and the duty point.

5. When an employee is required to travel to a TDL, mileage reimbursement will be as follows: ■

a. **TDL is in Addition to the Regular Assignment.** When an inspection TDL is added, the TDL is considered an SDL for purposes of applying the mileage reimbursement policy. See subparagraph IV. B. 1. for allowances. ■

b. **TDL is a Relief Assignment.** A relief assignment is considered the employee's regular assignment for purposes of applying the mileage reimbursement policy. See subparagraph IV. B. 1. for allowances. (NOTE: When both the first and last duty points are outside the official duty station, the employee will be reimbursed for all miles driven.) ■

c. **TDL is in Lieu of the Regular Assignment.** For example, travel is to a TDL, such as an area office, for an all day meeting or training. ■

(1) **Within the Official Station.** Employee will be reimbursed for all mileage driven in excess of the normal commuting mileage or other daily commuting costs from residence to the PDL. (See Attachment 2-1, Example 1.) ■

(2) **Outside the Official Duty Station.** Employee will be reimbursed for all mileage in direct travel from residence to the TDL. ■

6. When an employee on a regular assignment with multiple duty points travels to an IDP, such as a post office, laboratory, or GFO, the travel to the IDP **may not** be used to increase or decrease mileage reimbursement. (NOTE: The addition of a dropoff/pickup TDL does not entitle the employee to commuting mileage under subparagraph IV. B. 1.) Mileage reimbursement for travel that includes IDP dropoffs or pickups is as follows: ■

a. **Employee Travels Only to a Single Duty Point Within the Official Duty Station And Stops at an IDP.** ■

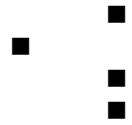
(1) **Within the Official Duty Station.** Reimbursement will be for all mileage in excess of the normal commuting distance. (See Attachment 2-1, Example 2.) ■

(2) **Outside the Official Duty Station.** Reimbursement will be for all mileage less one-half the normal commuting distance. (See Attachment 2-1, Example 9.) ■

b. **Employee Travels Only to a Single Duty Point Outside the Official Duty Station And Stops at an IDP Either Within or Outside the Official Duty Station.** Reimbursement will be for all mileage. ■

c. **Employee Travels to Multiple Duty Points And Stops** ■

at an IDP Within the Official Duty Station Either Before the First or After the Last Inspection Duty Point. Reimbursement to or from the residence and the IDP will not be subject to the limitations in subparagraph IV. B. 1. if it negatively impacts mileage entitlements.



C. **Call-Back Travel.** Reimbursement for mileage associated with call-back travel will be paid according to subparagraphs IV. A. and B. ■
■

D. **TDL Away From Official Duty Station With Lodgings Involved.** An employee may be reimbursed for mileage to, from, and between places of work, and to and from places where meals are obtained if suitable meals are not available at the TDL or location of lodgings. The traveler must be prudent and reasonable in selecting eating places.

E. **Transportation To and From a Carrier Terminal or To and From Offices in Connection With an Official Trip.**

1. An employee who is driven to or from a carrier terminal in a POV may claim reimbursement for the round-trip mileage (i.e., the total distance the vehicle was driven from the employee's home to the terminal and back home). However, the reimbursement may not exceed the cost of a one-way taxi fare, plus 15 percent, between the residence and the terminal or vice versa. * * * **EXAMPLE:** An employee who lives 20 miles from the airport is driven to the airport by his or her spouse. The employee may claim reimbursement for 40 miles or for the amount it would have cost to take a taxicab to the airport, whichever is less. If the employee is also picked up at the end of the trip, he or she may claim an additional like amount. ■
■

2. The above reimbursement formula also applies to transportation from home to office on the day an official overnight trip begins and vice versa.

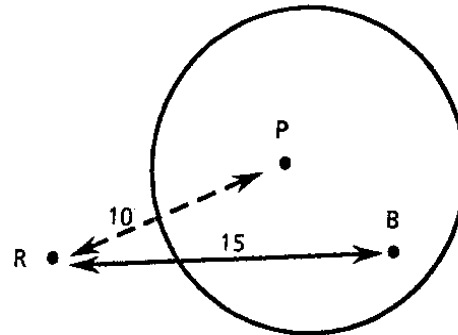
3. An employee who drives to a carrier terminal, leaves the POV there during the trip, and drives back home at the end of the trip may claim reimbursement for the mileage driven plus parking fees paid. However, the total reimbursement may not exceed what it would have cost the traveler to take a taxi to and from the terminal, plus a 15-percent tip. * * * ■
■

EXAMPLES OF MILEAGE COMPUTATIONS

In the following examples point "P" is the primary duty location and the circle represents the official duty station. For consistency of presentation- the residence "R" is shown in the same place in all examples. The examples are valid regardless of residence location as it relates to the duty station or duty point.

Example 1--Trip to a Single TDL Inside Official Duty Station.

The traveler drives 15 miles from residence (R) to temporary duty location (B), inside the official duty station, and returns home.



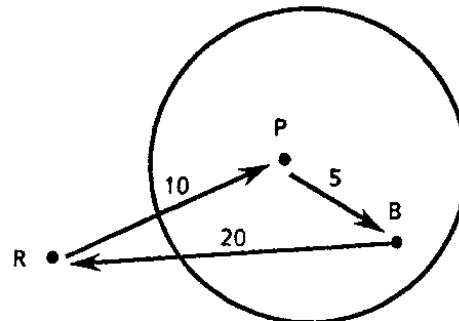
Miles Traveled: 30
Miles Allowable: 10

In this case the traveler is entitled to mileage in excess of the normal distance from home to the designated PDL.
(See subparagraphs IV. A. 2. a. (1), IV. B. 4. b., and IV. B. 5. c. (1).)

Example 2--Trip to TDL Inside the Official Duty Station

From the PDL. (Applies to employees who are **not** traveling to multiple duty points on regular assignments.)

The traveler begins at residence (R), drives 10 miles to the PDL (P), later drives 5 miles to point (B), and continues home.

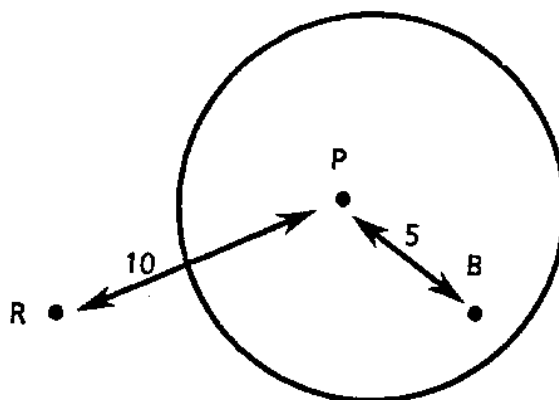


Miles Traveled: 35
Miles Allowable: 15

In this case, the employee is allowed the total miles driven (35) reduced by the normal round-trip commuting distance between the residence and the PDL (20). (See subparagraphs IV. A. 2. a. (2). and IV. B. 6. a. (1).)

Example 3--Trip from a PDL to a TDL Either Inside or Outside the Official Duty Station and Return to PDL.

The employee begins at residence (R), drives 10 miles to the PDL (P), then drives 5 miles to duty point (B), another 5 miles back to point (P), and then 10 miles to residence.

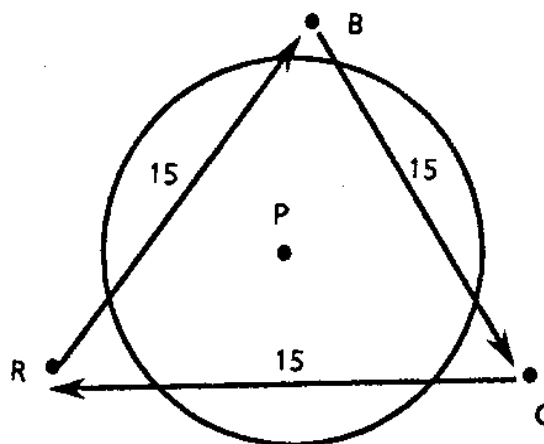


Miles Traveled: 30
Miles Allowable: 10

In this case, the employee is allowed all mileage in direct travel between duty points. (See subparagraphs IV. A. 2. a. (3). and IV. A. 2. b. (3).)

Example 4--Trip to Two or More Duty Points Outside Official Duty Station.

The traveler begins at residence (R), drives 15 miles to duty point (B) **outside** the official duty station, then drives 15 miles to duty point (C) **outside** the duty station, and returns home.

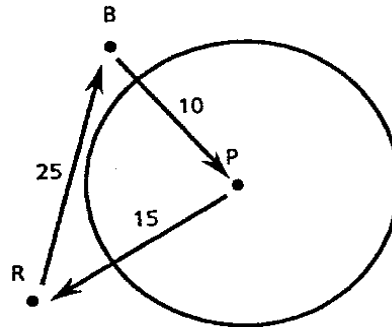


Miles Traveled: 45
Miles Allowable: 45

In this case, all mileage is allowable because **all** duty points visited were **outside** the official duty station. (See subparagraph IV. A. 2. b. (1).)

Example 5--Trip to TDL Outside the Official Duty Station Prior to Reporting to PDL. (Applies to employees who are **not** traveling to multiple duty points on regular assignment.)

The traveler begins at residence (R), drives 25 miles to TDL (B), then drives 10 miles to the PDL, and finally 15 miles to the residence (R).



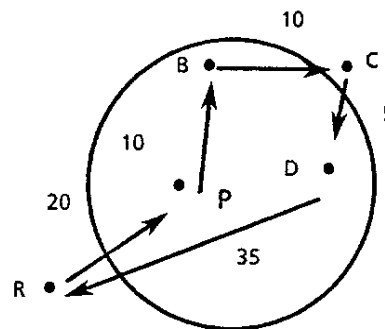
Miles Traveled: 50
Miles Allowable: 35

In this case, the employee is allowed all mileage in direct travel from the residence to the TDL B **outside** the official duty station (25)

and mileage from TDL to the PDL (10). There are no miles allowed from the PDL to residence. (See subparagraph IV. A. 2. b. (2).)

Example 6--Regular Multiple Duty Points Travel with First AND Last Duty Points Inside Official Duty Station--Includes PDL which is a Plant or Establishment.

The traveler begins at residence (R), drives 20 miles to the PDL (P), then 10 miles to duty point (B), then 10 miles to duty point (C), then 5 miles to duty point (D), and finally 35 miles to residence (R).

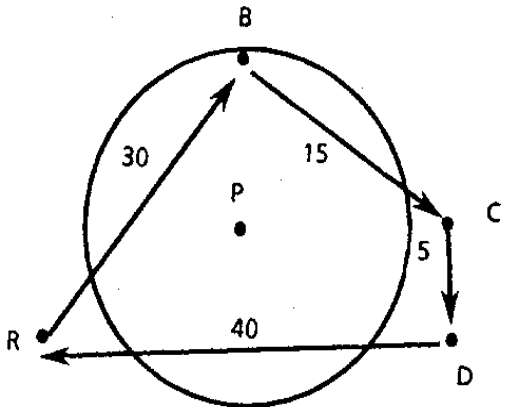


	Miles Traveled	Miles Allowable
Points P to B	10	10
Points B to C	10	10
Points C to D	5	5
Points R to P	20	
Points D to R	<u>35</u>	<u>50</u>
Total	80	75

In this case, allowable miles between the residence and first and last duty points **both** located **within** the official duty station are limited to a total of 50 miles. (See subparagraph IV. B. 1. a.)

Example 7--Regular Multiple Duty Points Travel with First OR Last Duty Point Inside Official Duty Station--All Points are Plants or Establishments.

The traveler begins at residence (R), drives 30 miles to duty point (B), then 15 miles to duty point (C), then 5 miles to duty point (D), and finally 40 miles to residence (R).

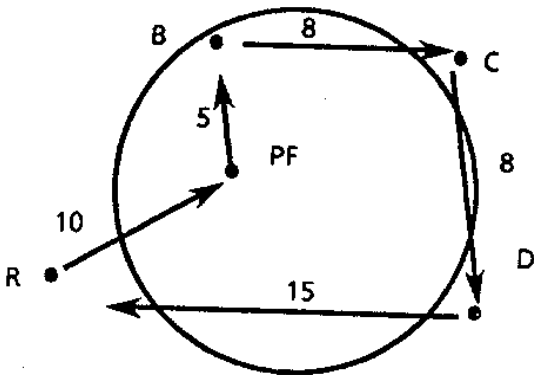


	Miles Traveled	Miles Allowable
Points R to B	30	25
Points B to C	15	15
Points C to D	5	5
Points D to R	<u>40</u>	<u>40</u>
Total	<u>90</u>	<u>85</u>

In this case, allowable miles between the residence and first duty point located **within** the official duty station are limited to 25 miles.
(See subparagraph IV. B. 1. b.)

Example 8--Regular Duty Travel when First or Last Duty Point is the PDL which is an FSIS Field or Site Office.

The traveler begins at residence (R), drives 10 miles to the PDL which is an FSIS field office (PF), then 5 miles to duty point (B), then 8 miles to duty point (C), then 8 miles to duty point (D), and finally 15 miles to residence (R).



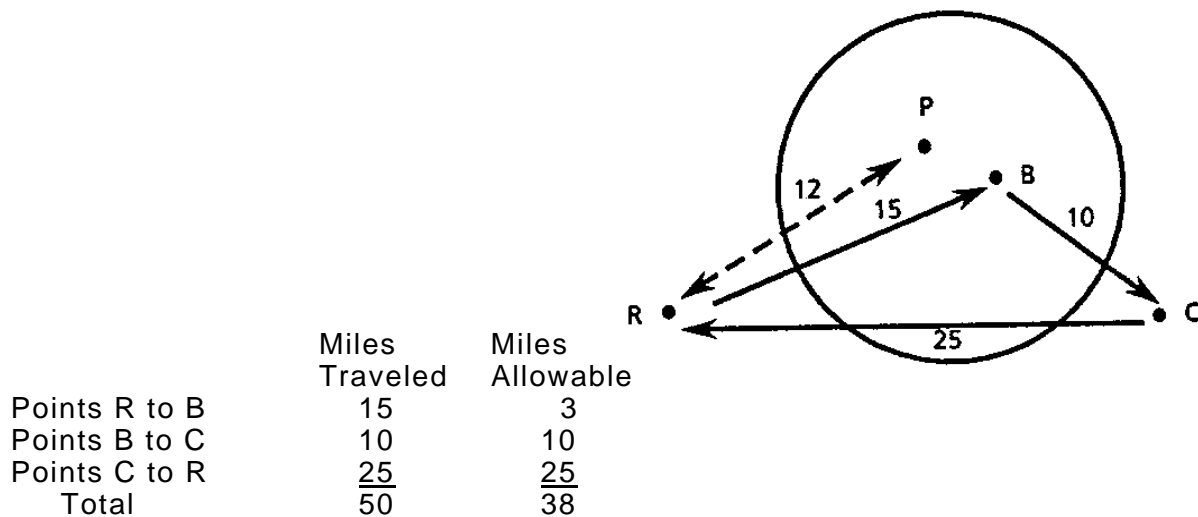
	Miles Traveled	Miles Allowable
Points R to PF	10	--
Points PF to B	5	5
Points B to C	8	8
Points C to D	8	8
Points D to R	<u>15</u>	<u>15</u>

Total 46 36

In this case, there are no allowable miles between the residence and the PDL when the PDL is an FSIS field or site office. (See subparagraph IV. B. 3.)

Example 9--Trip to a TDL Outside the Official Duty Station When Employee is Reporting only to a Single Duty Point Within the Official Duty Station.

The traveler begins at Residence (R), drives 15 miles to an SDL (B), then drives 10 miles to TDL (C), and finally 25 miles to the residence.



In this case, the employee is allowed the total miles driven (50) reduced by the normal **one-way** commuting distance between the residence and the PDL (12). (See subparagraphs IV. A. 2. b. (2). and IV. B. 6. a. (2).)

PART THREE--MILEAGE RATES

I. COMMITMENT TO USE GOVERNMENT-FURNISHED AUTOMOBILE

Any employee who is expected to drive **700** miles or more per month on official travel must annually state in writing whether or not he or she will drive a GFA. The determination as to whether or not an employee is a high-mileage driver will be based upon a forecast of the number of miles the employee is expected to drive for the coming fiscal year. The number of miles driven during the past fiscal year will be a prime factor in making this forecast, unless there is a change in circumstances due to a permanent change in assignment, as provided in subparagraph B.1. Applicable miles driven includes reimbursable home-to-home mileage, mileage for representational activities by union officials, and mileage for attendance at work unit or district meetings and relief assignments. ■

A. Annual Commitment.

1. By May 15 of each year, appropriate supervisory officials must identify expected high-mileage drivers under their supervision and obtain written commitments from them for the coming fiscal year. (Low-mileage drivers are **not** required to file commitments.) Use FSIS Form 3800-2, Annual Notice to High-Mileage Drivers, for this purpose. Maintain completed form in a case file for individual travelers. (See Attachment 3-1.)

2. The commitment will be the basis for reimbursement to the employee for the entire fiscal year. If an employee who has made a commitment to drive his or her private vehicle does not actually drive the number of miles to be considered a high-mileage driver, the mileage rate established under the commitment STILL STANDS as the rate for the commitment period.

A. **Changes During the Commitment Period.** The annual commitment may be changed (or a new one initiated) when a permanent change in assignment is made which is expected to significantly increase or decrease the number of miles to be driven by the employee.

1. A permanent change could result from such actions as:

a. Reassignment to a different duty station.

b. Circumstances not contemplated at the time the original commitment was made, such as:

(1) Reassignment to a different position at the same duty station.

(2) An increase or decrease in the number of establishments covered or a change in the frequency of coverage.

2. The following general rules govern changes during the commitment period:

a. **High-Mileage to High-Mileage.** If an employee's assignment is considered high-mileage both BEFORE and AFTER any of the above changes, the original commitment will continue to apply.

(1) An employee previously committed to using his or her POV may recommit to use a Government-furnished automobile for the new assignment, if one is available.

(2) An employee already using a Government-furnished automobile should continue to use it at the new official station, provided the Government-furnished automobile can be relocated without incurring unreasonable expense.

b. **Low-Mileage to High-Mileage.** If the change in assignment moves the employee INTO the high-mileage category, a commitment will be submitted to be effective on the 1st of the next month. (Any such new commitment will be the basis for reimbursement for the remainder of the fiscal year. Such commitments made after March 31 will also be binding for the coming fiscal year.)

c. **High-Mileage to Low-Mileage.** If the change in assignment moves the employee OUT of the high-mileage category, the employee may be released from the initial commitment as of the 1st of the next month, if the use of a Government-furnished automobile is not required at the new assignment.

II. **USE OF PRIVATELY OWNED CONVEYANCE ADVANTAGEOUS TO THE GOVERNMENT**

When the use of a privately owned conveyance is authorized or approved as advantageous to the Government, the following rates apply:

- A. **Motorcycle.** Twenty-seven and one half cents per mile. ■
- B. **Automobile.** Thirty-four and one-half cents per mile. ■
- C. **Airplane.** Ninety-six and one-half cents per mile. ■

III. **USE OF PRIVATELY OWNED VEHICLE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE**

- A. **When Government-Furnished Automobile is Not Available.** Reimbursement will be at a rate of **34.5 cents per mile** when an employee uses a POV for essential travel because no Government-furnished automobiles are available. ■

B. Reimbursement Based on Government Costs. A rate of **28.5 cents per mile** will be paid when a high-mileage driver makes a commitment to use his/her private vehicle instead of a Government-furnished automobile. In this case, the employee must state on his/her travel voucher that he/she has made such a commitment.

C. Partial Reimbursement When Government-Furnished Automobile is Available. A mileage rate of **10.5 cents per mile** will be paid when an employee:

1. Would not ordinarily be authorized to use a POV because of the availability of Government-furnished automobiles, but elects to use a private vehicle for personal reasons.

2. As a result of a commitment, has been assigned a Government-furnished automobile but on occasion chooses to use a private vehicle for personal reasons. The FTR generally prohibits an employee who is committed to use a Government-furnished automobile from receiving reimbursement for the use of his/her POV. An exception is granted for occasional use.

3. Is a member of a staff or group to which Government-furnished automobiles are assigned and available but chooses to use a private vehicle for personal reasons.

4. Has made a commitment to drive a Government-furnished automobile, but voluntarily cancels the commitment in favor of driving a POV after the Government-furnished automobile has been ordered.

IV. USE OF PRIVATELY OWNED VEHICLE INSTEAD OF COMMON CARRIER

When the authorizing official determines that the use of common carrier transportation is the most advantageous method of travel, the employee may be permitted to use a private vehicle as a matter of personal preference.

A. Limitation on Reimbursement. Reimbursement will be limited to the cost of travel either by common carrier or by private vehicle, whichever is less.

1. **Compare the cost of travel by private vehicle and by common carrier** on the travel voucher. (See FSIS Directive 3810.3, Attachment 5.) Include the following items in the cost comparison:

a. **Cost of Travel by Private Vehicle.** Include mileage costs (computed at 34.5 cents per mile or 28.5 cents per mile if the employee is a high-mileage driver); other transportation costs such as ferry fees, tolls, and parking fees; and per diem or subsistence allowable for actual travel.

b. **Cost of Travel by Common Carrier.** This comparative cost must be computed showing all costs that would have been incurred if the employee had traveled by common carrier. The total cost must include:

(1) **Common carrier fares** for transportation by the most advantageous means of common carrier travel (e.g., airplane, train, bus). If an airplane would have been used, base cost on fare for coach class accommodations or on contract air fares between designated city pairs, where applicable, unless only a higher class is offered. If by train, base cost on first class accommodations. If neither airplane nor train is applicable, base cost on bus fare. **NOTE:** The use of a rental car at the temporary duty station may not be included in the total constructive cost of the common carrier transportation.

(2) **Bus or subway fares** for local transportation at the temporary duty station plus taxi or limousine fares to and from carrier terminals.

(3) **The per diem or subsistence allowances** that the employee would have been entitled to if he/she had traveled by common carrier.

(4) **Any other costs** which would have been incurred traveling by common carrier.

2. **Claim reimbursement** for whichever total cost is lower.

B. **Required Use of Leave.** If an employee elects to use a private conveyance instead of the preferred common carrier, the employee must take leave for any official duty hours used traveling in excess of the time that would have been spent traveling by common carrier. **EXAMPLE:** If a traveler elects to leave his/her office or other duty point at 12:00 noon to drive to a TDY location instead of leaving at 3:00 p.m. to fly there, the traveler must take 3 hours of leave for the excess travel time during normal working hours.

V. SUMMARY OF MILEAGE RATES

A. Reimbursement will be at a rate of **34.5 cents per mile** when: ■

1. Travel by private automobile is authorized or approved as being advantageous to the Government.


2. Travel by private vehicle is authorized or approved in lieu of travel by common carrier; although the total reimbursement may not exceed the cost that would have resulted from travel by common carrier.

3. A high-mileage driver who has made a commitment to drive a Government-furnished automobile must drive a private vehicle because no Government automobile is available.

B. Reimbursement will be at a rate of **28.5 cents per mile** when the employee is a high-mileage driver who has made a written commitment to drive a private vehicle in lieu of a Government automobile. This rate will apply to official travel for any purpose, including travel for: ■

1. Home-to-home purposes. ■
2. District or work unit meeting attendance. ■
3. Task forces, training sessions and special projects participation ■
or attendance. ■
4. Relief assignments. ■
5. Representational activity by union officials. ■

C. Reimbursement will be at a rate of **10.5 cents per mile** when an employee is committed or otherwise obligated to use a Government automobile and a Government automobile is available, but the employee uses a private vehicle as a matter of personal preference.


Deputy Administrator
Administrative Management

FSIS FORM 3800-2

ANNUAL NOTICE TO HIGH-MILEAGE DRIVERS	FISCAL YEAR	DATE PREPARED
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PURPOSE: All employees who are expected to drive an average of 700 or more official miles per month must use this form to make a written commitment stating whether they will drive a Government-furnished automobile or their privately owned vehicle.

SECTION A - ANNUAL NOTICE TO HIGH-MILEAGE DRIVERS

NAME OF EMPLOYEE	DUTY STATION
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RESIDENCE (Street address, city, state and zip code)

It is expected that your automobile mileage to carry out your official assignments, including any expected rotations and details during the fiscal year, will average 700 or more miles per month. This automatically places you in a high-mileage driver category, and you are, thus, required to complete one of the commitments in section B.

1. Annual estimated work assignment mileage	SIGNATURE AND TITLE OF SUPERVISOR
2. Annual estimated "home to home" mileage	
3. Annual total estimated mileage	SIGNATURE AND TITLE OF EMPLOYEE
4. Average estimated monthly mileage (Divide line 3 by 12.)	

SECTION B - COMMITMENT

NOTE: The mileage rates covered by this section are subject to change.

1. I elect to drive a Government-furnished automobile on a continuous basis for official travel during the fiscal year stated above in accordance with the following provisions:

a. After a Government-furnished automobile is assigned to me, I will be required to drive it on a continuous basis for official travel from the date of assignment of the vehicle, unless there is a change of official duty station.

b. By signing this commitment, I understand that if a Government-furnished automobile cannot be made available to me, I will be reimbursed at the maximum mileage rate authorized by the Federal Travel Regulations (FTR) for the use of my privately owned automobile (POA). When this rate is used, the following will be included on my travel voucher: "Commitment to use a Government-furnished automobile signed on (Date), but a Government-furnished automobile has not been provided me." (31 cents per mile)

c. If a Government-furnished automobile is requested from GSA to be assigned to me, but I turn down the vehicle or on occasion I choose to use my privately-owned automobile for personal convenience, I understand I will be partially reimbursed at the lowest rate authorized by 41 CFR 301-4.4c (FTR). (10.5 cents per mile)

I understand that every effort will be made to obtain a Government-furnished automobile for me.

SIGNATURE OF EMPLOYEE	DATE	SIGNATURE OF SUPERVISOR	DATE
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2. I elect to drive my privately-owned automobile for official travel on a continuous basis during a 12 month commitment period. By signing this commitment, I understand the rate will be based upon the average mileage cost for use of a Government-furnished automobile as authorized by 41 CFR 301-4.4b (FTR). When this rate is used, the following will be included on my travel voucher: "I have made a commitment to use my privately owned automobile at a rate of 23.5 cents per mile."*
*Rate authorized by 41 CFR 301-4.4b (FTR).

SIGNATURE OF EMPLOYEE	DATE	SIGNATURE OF SUPERVISOR	DATE
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