



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-RM

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 50, Travel Policy for the Local Commuting Area

1. References:

- a. The Joint Travel Regulations (JTR), October 1, 2014
- b. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation
- c. DOD Instruction 4515.14, Subject Washington Local Commuting Area, June 28, 2013

2. Purpose. To provide guidance which defines the local commuting area reimbursement entitlements to all DOD military and Civilian personnel stationed on Fort George G. Meade.

3. Applicability. This policy applies to all DoD military and Civilian personnel stationed on Fort Meade.

4. Policy. References a, b and c provide entitlement guidance on reimbursements to Soldiers and Civilian employees incurring travel expenses in the conduct of official business (including training) in and around their duty station. For the purpose of determining proper reimbursement of local travel related expenses, the local commuting area for Fort George G. Meade is defined as follows: Travel within the District of Columbia and Baltimore City; Maryland counties of Anne Arundel, Prince George, Montgomery, Howard, Harford, Charles, Calvert, Carroll, Frederick and Baltimore; Adams County in Pennsylvania; Virginia counties of Arlington and Fairfax and all cities within these counties. Using the preceding localities to define the local commuting area for Fort George G. Meade meets the intent of reference 1c and satisfies the criteria of an established local commuting area without drawing an arbitrary circle.

5. Specific Instructions.

a. Official travel within the defined local commuting area need not be authorized by issuance of travel orders; simple verbal authorization by appropriate travel order approving authority as designated within each activity is sufficient. The two exceptions to this rule requiring preparation of official orders are as follow:

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(1) Entitlement to per diem is not allowed for temporary duty (TDY) or temporary change of station (TCS) performed within the specified local commuting area unless the nature of the official business requires the traveler to remain overnight at the TDY site and is not simply for the convenience of the traveler. In this case, official travel orders must be prepared and contain a statement such as: "The nature of the TDY/TCS mission requires overnight stay at the TDY/TCS site; therefore per diem is authorized even though the site is within the local commuting area."

(2) If the duration of TDY exceeds 12 hours for Soldiers or Civilian employees, then per diem may be authorized via preparation of an official travel order.

b. Reserve Component Service Members ordered to Federal active duty at a CONUS location outside the local commuting area of their principal residence are entitled to travel pay from the principal residence to the duty station and then back to the principal residence upon completion of the active duty tour. These Soldiers are authorized per diem during the entire period of active duty. Reserve Component Service Members ordered to Federal duty at a location within the local commuting area of their principal residence are entitled to travel pay to their duty station on the first day, and from the duty station to their residence upon release from active duty on the last day. They are not authorized per diem or mileage during the remainder of the active duty tour unless authorized under exceptions in paragraphs 4 or 5a.

c. Requests for reimbursement of travel expenses incurred pursuant to the conduct of official business in the local commuting area will be submitted using organizational Defense Travel System (DTS) procedures. In a rare instance where DTS is not available, the claim will be prepared manually and submitted through supervisory channels to the applicable DFAS paying office on DD Form 1351-2 if TDY orders were issued, or on DD Form 1164 if no orders were issued.

6. Proponent. The Resource Management Office (RMO) is the proponent for this policy. POC for garrison personnel is your assigned RMO Budget Analyst. Questions regarding this policy for non-garrison personnel should be directed to the Garrison Resource Management Officer at (301) 677-2443.



THOMAS S. RICKARD
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Commanding

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