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to you by:The Department of Defense
Joint Travel Regulations

DoDI 4515.14

DA&M AI 109, CH-2

To include Space Force*ETHICS FLASH****Fiscal, Ethics, and Administrative Law Division (SAF/GCA)
A Trip Through the Travel Regulations
Local Travel****Official Travel at Government Expense**

If you are one of many Department of the Air Force (DAF) employees whose job requires you to travel for official business, this Ethics Flash is for you. The Department of Defense (DoD) and DAF* have travel policies in order to ensure all employees remain good stewards of taxpayer dollars. Quite frankly, there are A LOT of travel regulations. They can be intimidating to navigate. That's okay, though, we are here to do it for you.

Since the regulations are lengthy, we decided to break up our travel tips into a series. This Ethics Flash will cover travel in and around your permanent duty station (PDS). The second will

cover spouse and other non-government civilian travel. The third will cover temporary duty travel to common events we review in our office. Our goal is not to make you an expert, but help you issue spot. Knowing the rules is half the battle!

The DoD Joint Travel Regulations (JTR) implements policy and law to establish travel and transportation allowances for Uniformed Service member, DoD civilians and others traveling at the DoD's expense. The guiding principle for travel is to travel responsibly. This simply means that travelers exercise the same care using Government funds that they would if they were trav-

eling on their own dime. It also means using the least expensive transportation mode, parking facilities, public transportation or rental vehicles. Of note, if something is not stated in the JTR, it does not mean that an allowance or entitlement is permitted. In fact, the rule is if the JTR does not say something is reimbursable, then it cannot be reimbursed on a travel claim. With that being said, let's get started!

**Traveling in the Local Area**

It's not uncommon for military members and government civilians to conduct official business, or to attend multi-day events in and around their PDS. As such, you may be entitled to reimbursement for local travel in the local area. So, how do you know what is the local area?

Per Section 0206 of the JTR, the local area is the area within the PDS limits and the metropolitan area around the PDS served by the local public transportation; the local commuting area determined by an authorizing official or local Service or DoD agency; and the separate cities, towns, or installations among which the public commutes on a daily basis. Who is the authorizing official

that establishes the local area?

The installation, base, or senior commander is responsible for establishing, in writing, the local area in which travelers are eligible for reimbursement — even if travelers come from different commands, units, installations, or Agencies. If an activity does not have a senior commander, or is not located on an installation, then a senior official determines the local area. The JTR seems to give broad authority to the establishing official; however, there is a limit: an arbitrary distance radius is prohibited. Let's talk about the most common allowances.

You may be entitled to transportation expenses between your office and another place of busi-

ness, between places of business or between your residence and a place of business (not your office).

You may also be entitled to commercial transportation expenses if the expenses incurred are more than what you spend during your normal commute. In this situation, reimbursement is for actual and necessary expenses that exceed the every day cost for local public transit when fares are not provided, taxi fares, or use of rental vehicles and include parking fees.

About personally owned vehicles (POVs): the government cannot direct you to use your POV.

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The Pentagon offers shuttles to several locations in and around the DC Metropolitan Area. Visit the [WHS Site](#) for more information.

Travelers and travel officials must adhere strictly to the Joint Travel Regulation (JTR). The traveler could be personally financially responsible for not complying with the JTR.

~ Introduction to the [JTR](#)

Have an idea for a future Ethics Flash? Send us your ideas!



Traveling in the Local Area, Cont.

However, you may be permitted to use your POV and be reimbursed mileage. If you normally take your POV to work, you are entitled to mileage for the distance that exceeds your normal commuting distance. If you rely on public transportation for your commute, then your entitlement is the mileage driven less your ordinary transportation costs. You may also be entitled to actual costs for parking and any tolls you normally do not encounter.

Last, if you use both your POV and public transportation, you may be entitled for the mileage

between your residence and a public transportation stop, station, or terminal for the distance that exceeds your normal commuting distance. You may also be entitled to any parking fees and the cost of using local public transport.

A quick word on taxis, including ride-share options – if you depend on public transportation for your normal commute, you are eligible for travel allowances if officially authorized to work outside of regular working hours and you travel during hours of infrequently scheduled public transport.

tation. The official who authorized duty outside of normal working hours may approve reimbursement for taxi fares between the office and your residence.

Keep in mind these are the general rules. Normally, your travel approving official or supervisor may approve reimbursement for travel within the local area. If you are unsure about your entitlements, we recommend you reach out to your servicing travel office or comptroller for guidance. Travel is one of those areas where it is *not* better to ask forgiveness instead of permission.

A Note about Reimbursable Travel in the National Capital Region

There are additional considerations when it comes to travel in the local Washington, DC area. First, DODI 4515.14 defines the Washington local commuting area. DODI 4515.14 applies to those agencies and commands in the National Capital Region (NCR) and serviced by the Washington Headquarters Service (WHS). It establishes the local area as the geographic areas in the NCR. Second, the Director of Administration and Management established Administrative Instruction 109. This instruction

governs the use of transportation and shuttle service in the Pentagon area. It applies to those agencies and commands in the Pentagon area serviced by WHS. It also defines the Pentagon area. What's important about this instruction is that it provides a hierarchy of transportation modes for employees that are required to take transportation for official business.

Before you decide to use a cab (including Uber or Lyft) and plan to ask for reimbursement, you will need to check where reimbursable travel falls on the hierarchy during

normal published duty hours or before and after normal published duty hours. The ability to meet mission requirements is a factor so be sure to reach out to an ethics official for more guidance.



News from SAF/GCA – Ethics

As we said, the rules on travel are vast. We can't account for every scenario, but by providing general guidance of the most common rules, our goal is to help you issue spot so you know when it's time to call the experts. If you have questions about this Ethics Flash, submit them to the workflow and we will cover them in Part 2 of our Trip through the Travel Regulations. Also, let us know if there is a topic you want covered in a future Ethics Flash by

reaching out to our [SAF/GCA Ethics Workflow](#).

We also recently established an Ethics Listserv. If you would like to receive updates on ethics news you can use and more, send us a message to the Workflow asking to be added to the Listserv. Stay tuned for exciting announcements in ethics training for Air Force ethics officials and anyone who just wants to know more about the standards of conduct. You can also request training in specific

areas or a general overview for your staff. Use the Workflow or contact (see page 1) Mr. Justin Marby or Ms. Stacey Walker.

Last, and most certainly not least, a special thank you to Mr. Warner Meadows who assisted with the content of this Ethics Flash, to Mr. Sean Dalton for his editing prowess, and to SAF/FM for their review. Until next time!