



DEFENSE LOGISTICS AGENCY
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OCT 19 2001

IN REPLY
REFER TO

DSS-B

MEMORANDUM FOR DLA CORPORATE BOARD
COMMANDERS, PRIMARY LEVEL FIELD ACTIVITIES

SUBJECT: DLA Policy on the Usage of Government-Owned Vehicles and Privately-Owned Vehicles for Temporary Duty Travel

In response to numerous inquiries concerning the usage of Government-Owned Vehicles (GOV) and the reimbursement for using Privately-Owned Vehicles (POV) while performing Temporary Duty Travel (TDY), the following information is provided and only apply to cars and trucks:

- POV used instead of the Motor Pool GOV reimbursement at **28.5 cents per mile**;
- POV used instead of the assigned GOV reimbursement at **10.5 cents per mile**;
- POV used because it is advantageous to the Government, reimbursement at **34.5 cents per mile**; and
- POV instead of sharing a GOV going to the same site....**No Reimbursement.**

Air transportation is the main travel mode for TDY; however, a GOV is the first resource when an automobile is required to perform TDY locally or within commuting distance of an employee's permanent duty station. If a GOV is unavailable, the second resource is to travel via Special Conveyance (a commercial rental vehicle under the Government agreement). Travelers may not be told to use their POV to perform official TDY. Use of a GOV or Special Conveyance is limited to official purposes including transportation to and from duty sites, hotel, dining, drugstores, places of worship, health clubs, and similar places required for the traveler's subsistence.

To assign a GOV to an employee (to be used only by that employee) the travel approving official must obtain a commitment in writing from those employees who are expected to perform extensive travel by GOV. The written commitment must indicate whether the employee intends to use a GOV or a POV. The commitment must be for sufficient lengths of time to warrant arranging for a Government Vehicle. Generally, an employee who commits to using a GOV must not be authorized mileage reimbursement for POV use instead of using the GOV; however, if an employee occasionally uses the POV when a GOV is available, mileage reimbursement will be limited to \$0.105.

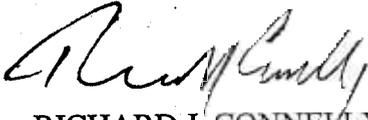


POV may be used when a GOV is unavailable or its use would interfere with official business. Travelers are reminded that if they use a POV, they will only be reimbursed for official mileage and other transportation expenses (tolls and parking). Travelers will not be reimbursed separately for insurance expenses or normal maintenance items. Mileage is determined using the distance from the Defense Table of Official Distance (DTOD) publication. The DTOD is the Department of Defense official and only source for worldwide distance information.

The employee shall use the method of transportation authorized as most advantageous to the Government. Personal preference or inconvenience is not a basis for authorizing other methods of transportation instead of a Government Vehicle. When approved by DLA Support Services Corporate Installations Office (DSS-I), the motor pool vehicles may be replaced by commercial rental vehicles as long as the rental vehicles are under the Government (Military Transportation Management Command) agreement.

The mode and type of vehicle authorized must be on travel orders. Any additional cost resulting from the use of a method of transportation not specifically authorized is the employee's responsibility.

Please disseminate this information to all DLA employees. If you need further clarification please call Ms. Deborah Beckner at (703) 767-3622, DSN 427-3622, or e-mail deborah_beckner@hq.dla.mil. For more information please refer to DLA's travel web page www.dla.mil/dss/travel.



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