



November 19, 2003

OKLAHOMA BULLETIN NO. OK250-4-10

SUBJECT: FNM – Travel Policy

Purpose: To remind employees of guidance and information on travel policies.

Expiration Date: September 30, 2004

The General Services Administration (GSA) revised the government advantage POV mileage rate to 36 cents per mile, effective January 1, 2003. The personal preference POV mileage rate remains at 10.5 cents per mile.

The Federal Travel Regulations (FTR) state that per diem will not be paid within the corporate limits of an employee's official duty station. Departmental Regulations and State policy further restrict per diem eligibility as follows:

1. Travel of one calendar day: Per diem may not be paid for travel within one calendar day when travel is performed within a 25 mile radius of either the employee's official duty station location or residence.

For example, if an employee whose duty station is Stillwater is working on an EWP project at a site 11 miles away in Perkins, the employee is not eligible for per diem.

2. Travel of more than one calendar day: Per diem may not be paid for travel of more than one calendar day when travel is performed within a 35 mile radius of either the employee's official duty station location or residence.

For example, if an employee whose duty station is in Pawnee is working on an EWP project 28 miles away in Stillwater stays overnight at a hotel in Stillwater, the employee is not eligible for per diem.

Another example, if an employee whose duty station is Pauls Valley and residence is Purcell, is working on an EWP project in Norman, the employee cannot claim per diem for an overnight stay in Norman. Even though the distance from the employee's duty station in Pauls Valley to Norman is 40 miles, the distance from the employee's residence in Purcell to Norman is only 22 miles. The employee can request temporary approval to park a GOV at his or her residence or at the nearest field office by submitting form AD-728 through supervisory channels for approval by the State Conservationist. A copy of this form is attached.

The Chief of NRCS must pre-approve any requests for a waiver to allow per diem for one day travel within a 25 mile radius of an employee's duty station or residence and also for travel of more than one day within a 35 mile radius of an employee's duty station. Please send any requests for waivers through appropriate channels to the State Administrative Officer to be forwarded to NHQ.

MORE

DIST: AE

Further information on use of a government vehicle may be found in Oklahoma Bulletin No. OK250-4-5, dated November 19, 2003. If you have any questions, please contact Financial Management.

/s/ - (Randy Freeland – Acting)

M. DARREL DOMINICK
State Conservationist

Attachment