

**Temporary Duty (TDY) Travel Allowances**

**§ 301-10.306**

**Subpart D—Privately Owned Vehicle (POV)**

**§ 301-10.301 How do I compute my mileage reimbursement?**

**§ 301-10.300 When may I use a POV for official travel?**

When authorized by your agency.

You compute mileage reimbursement by multiplying the distance traveled, determined under §301-10.302 of this subpart by the applicable mileage rate.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

**§ 301-10.302 How do I determine distance measurements for my travel?**

If you travel by	The distance between your origin and destination is
Privately owned automobile or privately owned motorcycle.	As shown in paper or electronic standard highway mileage guides, or the actual miles driven as determined from odometer readings.
Privately owned aircraft .....	As determined from charts issued by the Federal Aviation Administration (FAA). You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the aircraft to determine distance. You must convert nautical miles to statute or regular miles when submitting a claim (1 nautical mile equals 1.15077945 statute miles).

[FTR Amdt. 70, 63 FR 15955, Apr, 1998, as amended by FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002; FTR Amdt. 2005-05, 70 FR 61046, Oct. 20, 2005; FTR Amdt. 2010-04, 75 FR 59095, Sept. 27, 2010]

**§ 301-10.303 What am I reimbursed when use of POV is determined by my agency to be advantageous to the Government?**

You will be reimbursed an applicable mileage rate based on the type of POV you actually use (privately owned airplane, privately owned automobile, privately owned motorcycle). These rates will be published in an FTR bulletin

and are also displayed on GSA’s Web site (<http://www.gsa.gov/mileage>).

[FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

**§ 301-10.304 What expenses are allowable in addition to the POV mileage rate allowances?**

Following is a chart listing the reimbursable and non-reimbursable expenses:

Reimbursable expenses in addition to mileage allowance	Non-reimbursable expenses included in the mileage allowance
Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002]

**§ 301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?**

If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.

**§ 301-10.306 What will I be reimbursed if authorized to use a POV between my residence and office and then from my office to a common carrier terminal, or from my residence directly to a common carrier terminal?**

If determined advantageous to the Government, you will be reimbursed on

## § 301-10.307

a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR. Amdt. 2005-05, 70 FR 61047, Oct. 20, 2005]

### **§ 301-10.307 What will I be reimbursed if I use a POV to transport other employees?**

Using a POV to transport other employees is strictly voluntary and you may be reimbursed in accordance with § 301-10.305.

### **§ 301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?**

Your agency may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal.

### **§ 301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?**

You will be reimbursed on a mileage basis, plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in § 301-10.310.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

### **§ 301-10.310 What will I be reimbursed if I am authorized to use a Government owned automobile and I use a privately owned automobile instead?**

You will be reimbursed based on a constructive mileage rate limited to the cost that would be incurred for use of a Government automobile. This rate will be published in an FTR bulletin available at <http://www.gsa.gov/fttr>. If your agency determines the cost of providing a GOA would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate for a POA. In addition,

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you may be reimbursed other allowable expenses as provided in § 301-10.304.

[FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

## Subpart E—Special Conveyances

### **§ 301-10.400 What types of special conveyances may my agency authorize me to use?**

Your agency may authorize/approve use of:

- (a) Taxicabs as specified in §§ 301-10.420 through 301-10.421 of this chapter;
- (b) Commercial rental automobiles as specified in §§ 301-10.450 through 301-10.453 of this chapter; or
- (c) Any other special conveyance when determined to be advantageous to the Government.

### **§ 301-10.401 What types of charges are reimbursable for use of a special conveyance?**

Actual expenses that your agency determines are necessary, including, but not limited to:

- (a) Gasoline and oil;
- (b) Rental of a garage, hangar, or boathouse;
- (c) Feeding and stabling of horses;
- (d) Per diem of operator; and
- (e) Ferriage, tolls, etc.

### **§ 301-10.402 What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?**

You will be reimbursed the mileage cost for the use of your POV, and additional expenses such as parking fees, bridge, road and tunnel fees, not to exceed the constructive cost of the special conveyance.

### **§ 301-10.403 What is the difference between a Government aircraft and an aircraft hired as a special conveyance?**

A Government aircraft is any aircraft owned, leased, chartered, or rented and operated by the Government. An aircraft hired as a special conveyance is an aircraft that you, in your private capacity, rent, lease, or charter and operate.