



Financial Management

VICINITY TRAVEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: OO-ALC/FMFS (TSgt Theodore H. Gatlin)
Supersedes Hill AFB Regulation 177-1, 29 December 1987 and
Policy Memorandum, Financial Reimbursement of Local Travel Expenses,
Dated 1 March 1999

Certified by: 2Lt Shenendoah Hoefflerle
Pages: 3
Distribution: F

This instruction implements *AFPD 65-1, Management of Financial Services*. The instruction describes responsibilities and procedures for reimbursement to individuals for use of privately owned vehicles (POV) when conducting official business in the areas surrounding Hill AFB. It applies to all military and civilian personnel at Hill AFB who receive transportation support for Hill AFB. Exemptions in this publication are specified in individual Host-Tenant or Inter-service Support Agreements or by MAJCOM direction.

SUMMARY OF REVISIONS

This revision updates office titles and symbols; replaces the “local vicinity areas map” with Table 1.1; incorporates Policy Memorandum titled, “Financial Management Reimbursement of Local Travel Expenses,” dated 1 March 1999 in this publication.

1. DEFINITION OF TERMS:

1.1. Approving Official. For this publication, approval authority is the installation Commander, Ogden Air Logistics Center (OO-ALC/CC).

1.2. Vicinity Travel. For the purpose of this publication, Table 1.1. lists the places and points between that are considered in the local area of Hill AFB.

1.3. Local Area. Local area is defined as that area within the limits of Hill AFB and the surrounding areas that are ordinarily serviced by the local airport or within the local commuting area of Hill AFB. A local area may include separate cities towns, or installation adjacent to or in close proximity of each other, within the commuting public travel during normal business hours on a daily basis to and from Hill AFB. See Table 1.1. **Travel orders are not published for vicinity travel.**

Table 1.1. Locations/Points Considered in the Local Area of Hill AFB.

American Fork	Grantsville	Mountain Green	South Jordan
Bear River City	Harrisville	Murray	So Jordan
Bennion	Henefer	N Salt Lake	So Ogden
Bountiful	Holladay	N Logan	So Salt Lake
Brigham City	Hooper	N Ogden	So Weber
Camp Williams	Howell	Oakley	Spanish Fork
Centerville	Hoytsville	Ogden	Springville
Clearfield	Huntsville	Orem	Sunset
Clinton	Hyde Park	Paradise	Syracuse
Coalville	Hyrum	Park City	Taylorsville
Copperton	Kanesville	Perry	Tooele
Corinne	Kearns	Peterson	Tremonton
Croydon	Layton	Plain City	Uintah
Deweyville	Lehi	Pleasant View	Wanship
Draper	Liberty	Plymouth	Warren
Echo	Little Mountain	Providence	Washington Terrace
Eden	Logan	Riverdale	Wellsville
Farmington	Magna	Riverside	West Haven
Farr West	Mantua	Riverton	West Jordan
Fruit Heights	Marriot	Roy	West Point
Fielding	Mendon	Salt Lake City	West Valley
Ft Douglas	Midvale	Sandy	West Warren
Ft Douglas Arpt	Millville	Slaterville	West Weber
Garland	Morgan	Smithfield	Willard
		Snowbird	Woods Cross

2. POLICIES: The [Joint Federal Travel Regulation, \(JFTR\) Volume 1](#), paragraph U3500B, and [Joint Travel Regulation, \(JTR\) Vol. 2](#), establishes policies and procedures for reimbursement of official travel in the vicinity of Hill AFB, Utah. They are as follows:

- Reimbursement is authorized for personal expenses incurred when operating a privately owned vehicle (POV) within the vicinity of Hill AFB. Travel must be in the conduct of official business. Reimbursement will be in accordance with pertinent statutes, applicable decisions of the Comptroller General, Department of Defense, and Air Force policies.

- Military Transportation should be used to the maximum extent possible.

- Vicinity travel should be approved only if it is more advantageous to the government to let the traveler use POV.

- Travel must be within the local area of Hill AFB (See paragraph 1.3. and Table 1.1.)

- An arbitrary mileage radius will not be established for the purpose of vicinity travel. Table 1.1. lists the cities and town included in the local area.

- If official travel is to points outside the local area as defined in paragraph 1.3. and Table 1.1, official travel orders are required in accordance with *JFTR/JTR* and [AFI 33-328, Administrative Orders](#).

Travel orders are not published for vicinity travel.

3. APPROVAL/AUTHORITY. When it is determined to be advantageous to the government, officials designated by the Service/Defense Agency concerned may authorize/approve reimbursement for

transportation expenses necessarily incurred by employees conducting official business in the local area of their permanent and TDY station.

4. LOCAL AREA:

4.1. The area in which transportation expenses may be authorized/approved shall be:

- within the limits of the duty station (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers;
- within a local commuting area of the duty station, the boundaries which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives; or
- separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

4.2. An arbitrary mileage radius will not be established for the purpose of vicinity travel. Table 1.1. lists the cities and towns included in the local area.

5. USE OF PRIVATELY OWNED CONVEYANCE (POC) BETWEEN RESIDENCE OR PERMANENT DUTY STATION (PDS) AND ALTERNATE WORK SITE WITHIN THE LOCAL AREA. When a POC is used for travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee shall be paid for the distance that **exceeds** the employee's commuting distance to regular place of work.

6. CONTROL AND APPROVAL. Activity commanders shall designate in writing appropriate personnel at the staff organization level to authorize/approve the use of local transportation facilities by employees, other than those under official travel orders, and the reimbursement for claims when persons incur expenses for authorized local transportation.

7. PAYMENT REIMBURSEMENT:

7.1. Reimbursement for vicinity travel at personal expense will be claimed on a trip-by trip basis, or on a monthly basis if repeated travel is involved.

7.2. Claimants will complete all required information and submit expenses on a *SF 1164, Claim for Reimbursement for Expenditures on Official Business*, see [DFAS-DE 7010.3-R, Travel Transactions at Base Level](#). The amount approved will be stated and the approving official will sign the *SF 1164*.

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Comptroller