DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GA 30905-5730

AMIM-GOG-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Gordon Policy # 14: Fort Gordon, Georgia Travel Policy for the Local Commuting Area

1. Reference.

a. The Joint Travel Regulations (JTR), 01 March 2026.

b. Army Regulation 58-1, Management, Acquisition, and Use of Motor Vehicles, 23 March 2020.

2. Scope. This policy applies to all Servicemembers and Civilian employees in a Temporary Duty (TDY) or Temporary Change of Station (TCS) status with a Permanent Duty Station (PDS) at Fort Gordon, Georgia (FGGA) that seek travel funded by FGGA.

3. Purpose. The purpose of this policy is to establish in a written directive the local area within which Department of Defense (DoD) travelers may be eligible for reimbursement while in a TDY or TCS status within the local area and to clarify corresponding entitlements in those circumstances.

4. Policy.

a. **Local Commuting Area.** As required by JTR, Chapter 2, the Senior Commander must establish, in a written directive, the local area within which DoD travelers are eligible for reimbursement, even if they come from different commands, units, installations, or Agencies. The local area is defined as the area within the PDS limits and the metropolitan area around the PDS served by the local transit systems, the local commuting area as determined by the Authorizing Official or local Service or DoD Agency; and the separate cities, towns, or installations among which the public commutes on a daily basis. An arbitrary distance radius must not be defined for the local commuting area.

(1) The local commuting area for FGGA is defined as follows: The 18 counties of the Central Savannah River Area (CSRA). The 13 counties in GA: Burke, Columbia,

Glascock, Hancock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Taliaferro, Warren, Washington, Wilkes and 5 in SC: Aiken, Allendale, Barnwell, Edgefield, and McCormick.

b. **Per Diem, Meals, and Lodging**. Unless otherwise authorized in the JTR, Servicemembers and Civilians with duties within the local commuting areas prescribed in paragraph 4.a. above are not entitled to per diem, meals, and lodging.

**c. Transportation.**

(1) If authorized under Army Regulation 58-1, Management, Acquisition, and Use of Motor Vehicles, 23 March 2020, Government non-tactical vehicle (NTV) transportation is used to accommodate transportation requirements in the local area. An individual's Privately Owned Vehicle (POV) or commercial rental vehicle is prohibited if adequate government transportation is available. A statement of non-availability (SNA) is required from the FGGA Transportation Motor Pool (TMP) office in the event it cannot accommodate transportation. The SNA will be uploaded as supporting documentation in the Defense Travel System travel authorization.

(2) Travel by POV may not be directed but may be permitted if the Servicemember or civilian employee has obtained a SNA. Reimbursements are made only to the Servicemember or Civilian responsible for the POV's operating expenses regardless of the number passengers or which passenger contributes funds to defray the POV's operating expenses. When a POV is authorized or approved, reimbursement is for mileage based on the vehicles odometer readings and will be claimed using a local voucher in the Defense Travel System.

(a) If the Servicemember or Civilian ordinarily travels by POV from their residence to work and that distance is less than the distance from their residence to the TDY or TCS location, they are eligible for mileage reimbursement to account for the additional miles traveled. For example, the round-trip distance from residence to work is 10 miles and the round-trip distance from residence to TDY/TCS location is 15 miles the authorized mileage reimbursement is 5 miles.

(b) If the Servicemember or Civilian ordinarily travels by POV from their residence to work and that distance is greater than the distance from their residence to the TDY or TCS location, they are not eligible for mileage reimbursement. For example, the round-trip distance from residence to work is 10 miles and the round-trip distance from residence to TDY/TCS location is 5 miles – no mileage reimbursement is authorized.

(c) If the Servicemember or Civilian does not travel from their residence to work in a POV but is authorized to travel by POV to the TDY or TCS location, they are eligible to receive reimbursement for the entire distance less the traveler's ordinary transportation costs to get to work and back to the residence.

(d) Personnel should consult the JTR for policies on claiming in and around mileage to/from alternate work sites for the duration of the TDY or TCS period.

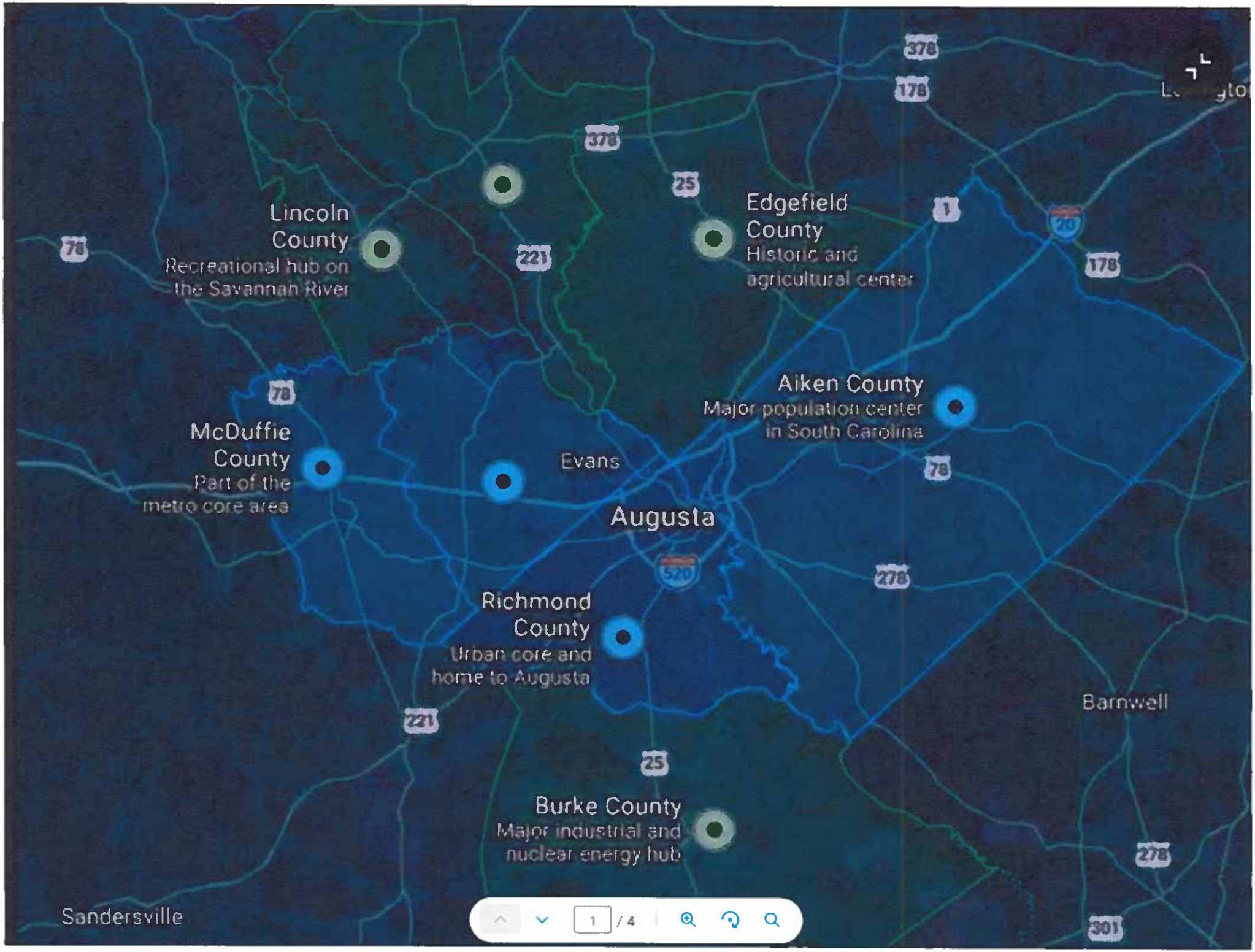
5. This policy is effective immediately and remains in effect until suspended, revoked, or superseded. Nothing in this policy is intended to contradict or eliminate any of the responsibilities, requirements, or content enumerated in the above references.

6. The point of contact for this action is Garrison Resource Management Office, Clarissa Carey-Jackson, 706-791-3355.

NANCY K. HARRIS
COL, SC
Commanding

Attachment:
Local Commuting Area Map

DISTRIBUTION:
All tenant units and organizations on Fort Gordon


Lincoln County
Recreational hub on the Savannah River
Edgefield County
Historic and agricultural center
Aiken County
Major population center in South Carolina
McDuffie County
Part of the metro core area
Evans
Augusta
Richmond County
Urban core and home to Augusta
Burke County
Major industrial and nuclear energy hub
Barnwell
Sandersville
378
178
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78
221
20
520
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