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FORT STEWART, GA 31314-5000

AUG 28 2023

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General (CG) Policy Letter #24: Travel Policy for the Local Commuting Area

1. References.

a. The Joint Travel Regulations (JTR), 1 March 2022.

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

2. Scope. This policy applies to all Service members and Civilian employees in a Temporary Duty (TDY) or Temporary Change of Station (TCS) status with a Permanent Duty Station (PDS) at Fort Stewart, Georgia (FSGA) and Hunter Army Airfield, Georgia (HAAF).

3. Purpose. 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 FSGA is defined as follows: Travel from undersigned's official address to a surrounding area with commute times of 60 minutes or less as determined by <https://www.google.com/maps> calculated at 1200 on a weekday.

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(2) The local commuting area for HAAF is defined as follows: Travel from 685 Wilson Boulevard, Savannah, GA 31409 to a surrounding area with commute times of 60 minutes or less as determined by <https://www.google.com/maps> calculated at 1200 on a weekday.

b. Per Diem, Meals, and Lodging. Unless otherwise authorized in the JTR, Service members 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 NTV or commercial rental vehicle is prohibited if adequate government transportation is available. A statement of non-availability (SNA) is required from the FSGA or HAAF Transportation Motor Pool (TMP) office in the event it cannot accommodate transportation requirements and reimbursement is sought for use of alternate modes of transportation. The SNA will be uploaded as supporting documentation in the DTS travel authorization.

(2) Travel by Privately Owned Vehicle (POV) may not be directed but may be permitted. Reimbursements are made only to the Service member or Civilian responsible for the POV's operating expenses regardless of the number of 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 Service member or Civilian ordinarily travels by POV from their residence to work and that distance is less than the distance from their residence to the TOY 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 Service member 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.

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(c) If the Service member 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. Expiration Date. This policy is effective immediately and will remain 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 policy memorandum is the 3ID AcoS, G8 at 912 767-5046.



CHRISTOPHER R. NORRIE  
Major General, USA  
Commanding

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