Summary. The change to this publication reflects transition to the United States Army Maneuver Support Center and Fort Leonard Wood, MANSCEN & FLW).

Applicability. This regulation applies to all United States Armed Forces military and civilian personnel utilizing privately owned vehicles in the transaction of official business.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, MANSCEN.

Suggested Improvements. The proponent agency of this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOL, ATTN: ATZT-DL-TM, 179 Missouri Avenue, Fort Leonard Wood, MO 65473-8952.

FOR THE COMMANDER:

JEFFREY J. DORKO
Colonel, GS
Chief of Staff

JAMES M. BOATMAN
Acting Director, Information Management

DISTRIBUTION:
A
Plus 100 – ATZT-IM-ST
3 – ATZT-IM-SP

Contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purpose</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>References and Forms</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Explanation of Acronyms and Brevity Codes</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Policies</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Procedures</td>
<td>2</td>
</tr>
</tbody>
</table>

*This regulation supersedes FLW Reg 55-34, dated 16 September 1992.
1. Purpose. To establish policies and procedures whereby military or civilian personnel of this command and other activities attached to this command for transportation may be authorized payment or reimbursement of expenses for the performance of local travel (as opposed to temporary duty directed travel) necessary in conducting essential Government business within and around Fort Leonard Wood.

2. References and forms.
   a. Required references.
      (1) DFAS-IN Reg 37-1 (Finance and Accounting Policy Implementation). Cited in paragraph 6d and 6d(1).
      (2) AR 190-5 (Motor Vehicle Traffic Supervision). Cited in paragraph 6g.
   b. Referenced forms.
      (1) Standard Form 1164, Claim for Reimbursement for Expenditure on Official Business.
      (2) FLW Form 1254, Request for Motor Transportation and Trip Order.

3. Explanation of Acronyms and Brevity Codes.
   AR
   Army regulation
   DOIM
   Directorate of Information Management
   DOL
   Directorate of Logistics
   FLW
   Fort Leonard Wood
   MANSCE & FLW
   United States Army Maneuver Support Center and Fort Leonard Wood (same as MANSCE)
   POV
   privately owned vehicle
   TDY
   temporary duty

   a. Local travel (within a 50 mile radius of FLW) is travel for the purpose of conducting essential Government business within and adjacent to the installation to which the traveler is permanently assigned for duty.
   b. Use of privately owned vehicles (POV) may be authorized for local transportation in the transaction of official business. If Government transportation is available, travel by POVs will not be authorized unless such Government transportation is not adequate or the use of POVs is more economical or more advantageous to the Government. This regulation contains provisions and instructions for reimbursement of expenses when POVs are used.

5. Responsibilities.
   a. The Installation Transportation Officer is responsible for approving a mode of transportation involving reimbursement to the traveler.
   b. The Installation Transportation Officer will -
      (1) Advise major commanders and directors on available and suitable modes of local travel.
      (2) Approve/disapprove all claims for reimbursement for local travel at personal expense.
      (3) Review Standard Form 1164 (Claim for Reimbursement for Expenditure on Official Business) to ensure that (sample attached at figure 1)
         (a) The travel distances are correct.
         (b) The mileage rate charged is proper and correct.
         (c) The total amount to be paid to the claimant is correct and insert the proper fund citation in the space provided (accounting classification).
         (d) The approving officer has signed in the proper space prior to payment of claims by imprest fund cashier.
      (4) Maintain complete records of approval for travel and payment of claims.
      (5) Modify Standard Form 1164 approval block to read “Approved, correct, proper and advantageous to the Government for $ .”
   c. Major commanders and directors will -
      (1) Determine whether the travel meets the definition of local travel.
      (2) Ensure that an individual utilizing a POV for official travel has not been placed on temporary duty (TDY) orders in connection with the same official duty.

6. Procedures.
   a. All requests for local transportation when reimbursement is required must be approved in writing by the commanding officer, or other appropriate command authority, and the Installation Transportation Officer. Individuals desiring to utilize POVs for official travel will submit to the Transportation Motor Pool prior to the actual travel five copies of FLW Form 1254 (Request for Motor Transportation and Trip Orders). A completed sample of FLW Form 1254 is at figure 2.
   b. When the use of POV is approved as being more advantageous to the government, reimbursement at the current rate quoted by the Joint Travel Regulation per mile for the use of an automobile is authorized for the distance traveled. The distance will be based on speedometer readings for the actual distance traveled incident to conducting Government business.
   c. Requests for advice concerning the use of local transportation may be made verbally to the Transportation Officer who will recommend a mode of transportation to be utilized.
   d. Claims for reimbursement of expenditures incurred in use of POV for official business will be submitted on Standard Form 1164 to the Transportation Officer. The claimant will prepare this voucher in original and four copies in accordance with the provision of DFAS-IN Reg 37-1 (Finance and Accounting Policy Implementation).
      (1) At the time that the claimant signs and dates the Standard Form 1164, he/she becomes responsible for all information and statements contained therein. He/she certifies that the voucher is factual, proper, complete and correct in all respects and that payment for the expenses explained thereon has not been received. The claimant will not sign the voucher until it has been properly prepared, showing itinerary and reimbursable expenses. Any person submitting a false, fictional,
or fraudulent claim for travel performed within or around his/her permanent duty station is subject to the statutory penalty provisions referred to in DFAS-IN Reg 37-1.

(2) The commanding officer or other appropriate command authority who initially approved the FLW Form 1254 will certify the voucher by signing the applicable space on the Standard Form 1164. The approving official will certify a voucher for reimbursement only after he/she is satisfied that the travel was properly authorized and that the travel was actually performed. If the certifying officer does not have first-hand knowledge of the purpose and condition of the travel, he/she should obtain the information prior to certifying the voucher for payment. The certifying official should be assured that Government transportation or commercial tickets or tokens were not available for use by the individual.

e. Personnel incurring personal expense as a result of paying for services, repairs, or products while operating an officially dispatched Government vehicle may be reimbursed for actual expenses using the following procedures:

(1) Claimant must present a signed receipt for expenses incurred incident to the use of a Government vehicle to the Transportation Officer. Receipt must identify vehicle registration number; product, services, or repairs purchased; and total amount.

(2) Transportation Officer will prepare Standard Form 1164, attach the receipt, and direct claimant to the Finance and Accounting Office, Travel Section, for payment.

f. The Imprest Fund Cashier, Procurement Division, Directorate of Contracting will make payment of claims for expenses up to $150. When local expenses exceed $150 on Standard Form 1164, then the voucher will be processed by Finance and Accounting Office, Travel Section.

g. POVs used for local transportation in connection with official business on reimbursable basis must be properly licensed and registered in a US state or territory and in compliance with AR 190-5 (Motor Vehicle Traffic Supervision), paragraph 2-1.
**Figure 1. Example of a completed SF 1164.**

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>Value</th>
<th>Mileage</th>
<th>Meal</th>
<th>Bed</th>
<th>Cost and zrobićランス</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 Jan</td>
<td>PC Fort Knight, MD</td>
<td>Fredrick, MD</td>
<td>30.0</td>
<td>450</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 Jan</td>
<td>RR Fredrick, MD</td>
<td>Fort Knight, MD</td>
<td>30.0</td>
<td>450</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Jan</td>
<td>CB Fort Knight, MD</td>
<td>Baltimore, MD</td>
<td>0.00</td>
<td>256</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Jan</td>
<td>TA Bus Depot, Baltimore</td>
<td>Fed Bldg, Baltimore</td>
<td>0.00</td>
<td>2.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Jan</td>
<td>TA Fed Bldg, Baltimore</td>
<td>Post Office Bldg, Baltimore</td>
<td>0.00</td>
<td>140</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Jan</td>
<td>CB Post Office Bldg, Baltimore</td>
<td>Bus Depot, Baltimore</td>
<td>0.00</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Figure 2. Example of a Completed FLW Form 1254.