



TITLE: LOCAL TRAVEL POLICY

1. PURPOSE.

This policy establishes the U.S. AbilityOne Commission’s (Commission) definition of local travel and local travel areas, establishes the responsibilities for Commission personnel who conduct travel, and provides authority for designated Commission officials to approve meals and lodging expense reimbursement for extenuating circumstances while performing official business in the local travel area.

2. APPLICABILITY.

This policy applies to all Commission employees and staff.

3. AUTHORITY.

- (a) 41 C.F.R, Subtitle F, Federal Travel Regulation (FTR)
- (b) Office of Personnel Management (OPM) *2021 Guide to Telework and Remote Work in the Federal Government*

4. DEFINITIONS

Definitions, abbreviations, and acronyms frequently used throughout this policy system are provided in Policy 51.102, Definitions of Terms. Terms unique to this policy are defined below.

Term	Definition
Alternative Duty Station (ADS)	A work location, other than the official worksite, that satisfies all requisite Federal health and safety laws, rules, and regulations pertaining to the workplace, where an employee performs their official duties.
Commuting Expenses	Costs incurred by taking any form of local transportation, including bus, commuter buses, train, trolley, subway, taxi, transportation network company (TNC) such as Uber or Lyft, or privately owned vehicle, between an employee’s residence and their official duty station.



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Local Travel	The Commission's local travel policy covers travel required for official business within the 50-mile radius of the Commission's on-site office, using the most direct route. Local travel does not include official travel approved via a travel authorization, including round-trip travel to a common carrier terminal in the employee's local travel area in conjunction with a temporary duty (TDY) assignment.
Local Travel Expenses	Reimbursable local travel expenses include public transportation, TNC (e.g., Uber or Lyft), innovative mobility technology company (Zipcar or HyreCar), mileage, tolls, and parking. Local travel expenses could be incurred in a variety of work-related situations including, but not limited to, required attendance at meetings, conferences, other official functions, and training events, or periodic work assignments at alternative duty locations in or around the official duty station/worksites area.
Official Duty Station (ODS)	The management-approved location where the employee regularly performs their duties as determined under 5 C.F.R § 531.605. For a remote employee, the approved remote work location is the employee's official duty station for location-based pay entitlements (e.g., locality payments and cost of living allowances).
Temporary Duty (TDY) Travel	Temporary duty travel is pre-authorized official travel, usually of a short-term duration, to a location farther than 50 miles from a traveler's official duty station and residence.

5. RESPONSIBILITIES.

- (a) The Executive Director approves the overall local travel policy in accordance with Federal Travel Regulation and determines the appropriated funding available for local travel.
- (b) The Agency/Organization Program Coordinator (A/OPC) is responsible for providing guidance to the staff regarding Federal Travel Regulation and Agency policy. The A/OPC also assists staff with submission of local travel claims in the travel system.
- (c) The Chief of Staff is responsible for approving local travel reimbursement in circumstances where approval authority has been delegated to the Chief of Staff by the Executive Director, generally in the absence of an employee's supervisor.
- (d) Directors/Supervisors are responsible for coordinating and discussing local travel requests with their assigned employees, authorizing local travel requests for their

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employees, and approving local travel reimbursement for their employees within the required timeframe and consistent with this policy and available funds.

- (e) All Commission employees are responsible for communicating and discussing their local travel needs and arrangements with their assigned supervisor prior to incurring local travel expenses and for ensuring their local travel requests are properly and accurately submitted to the E2 CWT Scheduled Airline Traffic Office (SATO) travel system (or manually when required). Employees must also properly complete and submit local travel reimbursement claims in accordance with applicable statute, regulation, and Commission policy, and within required timeframes.

6. POLICY.

- (a) Commission employees are generally entitled to be reimbursed for local travel expenses incurred while performing official business in or around their official duty station/worksites (i.e. permanent residence) or alternate (approved) worksite, using the most direct route and lasting 12 hours or less. However, reimbursement is limited to local travel expenses exceeding those the employee incurs for normal commuting.
- (b) An employee should exercise the same prudence in incurring local travel expenses as the employee would exercise if traveling on personal business using personal funds. Excess costs, circuitous routes, luxury accommodations, and unnecessary and/or unjustified services in the performance of official business are unauthorized and non-reimbursable. Employees are solely responsible for excess costs incurred for personal preference or convenience, including, for example, utilizing for-hire transportation when free, government-provided, or mass transportation is available and does not delay or prevent timely mission accomplishment. The use of a rental car in or around the local travel area is strictly prohibited.
- (c) Except in limited circumstances, reimbursement for meals and lodging within the local commuting area is not authorized. Exceptions may be authorized for extenuating circumstances posing a threat to human life or Federal property. In these cases, and to the maximum extent practicable under the circumstances, prior approval from the Director/Supervisor or A/OPC must be granted before incurring any expenses. This approval authority may be extended to the Chief of Staff when circumstances require. When meals and lodging are approved under extenuating circumstances, Commission employees may use the Government-issued travel charge card to pay meal and lodging expenses within their official duty location.
- (d) Reimbursement for local travel may be authorized for routine commuting expenses, including when employees residing in the National Capital Region (NCR) are directed

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to report to the Commission's Washington, D.C., headquarters.¹ Employees residing outside the NCR directed to report to the Commission's headquarters are eligible for travel reimbursement subject to Federal Travel Regulation and Commission policy.

Reimbursement for local travel expenses is approved by the supervisor on a case-by-case basis. To the maximum extent practicable, employees and supervisors shall coordinate an employee's need for local travel reimbursement prior to incurring local travel expenses. Employees seeking reimbursement must demonstrate mission necessity prior to incurring local travel expenses.

Use of the government travel card is not authorized for local travel.

- (e) Local travel reimbursement must be claimed within 30 days of incurring the expense. Reimbursement should ordinarily be made through the Commission's E2 CWT SATO travel system. When requests are submitted via direct entry, they must be processed using the E2 Local Travel module.

Receipts are required for any single taxicab, TNC, or commuter fare (including tip) that exceeds \$75. A tip, not to exceed 20 percent, rounded to the next higher dollar, is allowable when use of a taxicab, TNC, or commuter fare is authorized.

Employees must explain all taxicab, TNC, and commuter fare use in the comments section of the local travel voucher. That explanation must include the employee's departure time from the worksite/duty site.

Parking and tolls may be reimbursed as a transportation expense when their use is determined to be necessary and advantageous to the Government.

No per diem or actual subsistence expense allowance (lodging or meals) will be paid for travel within an employee's local travel area, unless permitted due to extenuating circumstances as described in section 6(c).

When travel involves two or more Commission staff employees on official business, one employee should pay and claim the entire expense (e.g., taxicab fare, toll, etc.)

Scenario: Mark is a remote employee. He is required to attend a meeting at a Central Nonprofit Agency main office that is 45 miles round-trip from his home. Mark drives his privately owned vehicle (POV), which is most advantageous to the Government in this case, to and from the meeting location. Mark incurs two \$5 tolls on his E-Z

¹ Per Executive Order 13150, the National Capital Region consists of the following locations: the District of Columbia; Montgomery, Prince George's, and Frederick Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and cities now and hereafter existing in Maryland or Virginia within the specified geographic boundaries above. See E.O. 13150, § 2, 65 Fed. Reg. 24613 (April 26, 2000).

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Pass® and a \$10 parking fee at the meeting location. What is Mark's reimbursable local travel expense?

Expense Description	Day's Expenses	Commuting Expenses	Reimbursable Expenses
Mileage	45 miles	0 miles	45 miles
Tolls	\$10	\$0	\$10
Parking	\$10	\$0	\$10

Reimbursement: $\$49.70$ (45 miles x 65.5 cents/mile) + $\$10$ + $\$10$ = $\$49.70$

Explanation. As a full-time remote employee, Mark's official duty station is his home. Since Mark was required to leave his home to perform his official duties at the meeting, the cost incurred traveling to and from the meeting, and the parking fee, are reimbursable.

- (f) Commission employees not enrolled in the E2 SATO travel system must complete an OF-1164, *Claim for Reimbursement for Expenditures on Official Business*, and submit it to their supervisor (or other approving official) for review and approval. Receipts and other appropriate documentation must be included for all local travel expenses, regardless of amount (including reimbursement claims submitted through E2). The employee and the supervisor (or other delegated official) must maintain a copy of the OF-1164 and the associated receipts for six years, in accordance with applicable National Archives and Records Administration (NARA) regulations.

7. PROCEDURES.

- (a) Prior to travel, the traveler shall obtain approval from their supervisor via email. The request should include purpose, day/time and location of travel.
- (b) The traveler shall submit for reimbursement via the E2 SATO system no sooner than 30 days and no later than 45 days after completing local travel. Any local travel voucher submitted before 30 days of completion of travel shall be rejected by the supervisor with a request to resubmit after 30 days. Supervisors shall not approve any local travel vouchers submitted in less than 30 days.
- (c) Once travel vouchers are approved by the supervisor, the traveler shall download the voucher from E2 SATO and email the voucher to the Program Analyst, for processing. Failure to submit your travel voucher will result in nonpayment of travel. Also, include the supervisor on the email for situational awareness. New travelers may be required to provide banking information for Electronic Funds Transfer (EFT) processing. Failure to provide this information may result in a manual check being issued.

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- (d) The Office of the Chief Financial Officer (OCFO) processes all travel vouchers with the shared service provider. Travelers should expect payment within 10 days of submission unless the voucher is rejected by the shared service provider. The traveler should follow up with the Program Services Specialist in the Office of the Chief of Staff, or the OCFO, if payment is not received within 30 days of submission.

8. SUPERSESION.

None.



APPROVED: Kimberly M. Zeich Date: 10/19/2023

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