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OPERATION MANAGERS

Travel to alternate work locations

The issue of when and how employees are to be paid for traveling to a work location other than their permanent duty station continues to generate many questions so I'm sending this as a clarification, and asking your help in distributing it to all web aliases, approving officials, and employees who claim mileage.

1. If **mandated** to travel they are eligible for reimbursement using the following criteria.
2. If an employee is on a detail, mileage reimbursement may be requested for the portion of travel that **exceeds** the normal commute. The calculation of the miles claimed should be clearly stated in a comment on the expense report. Furthermore, per F-15, Section 9-6 "If you are approved to attend meetings, conferences, or training sessions, the policy for being reimbursed for travel expenses is the same as if you were traveling to a temporary duty station."
3. If the mileage to a detail is less than the normal commute, the employee is not entitled to any reimbursement. Per the F-15, section 7-1.1.1.2 (d):
4. Commuting time before or after the regular workday between an employee's home and official duty station or any other location within the local commuting area is a normal incident of employment and is not compensable. It is not compensable regardless of whether the employee works at the same location all day or commutes home after the workday from a location different from the one where the workday started. Per the ELM, section 438.121 **Regular Commuting**
5. Commuting time to and from work is not compensable when an employee is called back to work after the completion of the regular workday. However, such commuting time is compensable if the employee is called back to work at a location other than his or her regular work site. Per the ELM, section 438.122 **Commuting to a Different Worksite**
6. When an employee is employed to work on a permanent basis at more than one location in the same service day, the time spent commuting between the locations is not compensable travel time, provided there is a break in duty status between the work performed in the different locations. A break in duty status occurs when an employee is completely relieved from duty for a period of at least 1 hour that may be used for the employee's own purposes. This 1-hour or greater period must be in addition to the actual time spent in travel and the normal meal period, if the normal meal period occurs during the time interval between the work at the different locations. (See 438.132 for travel time between job locations when there is no break in duty status.) Per the ELM, section 438.123 **Commuting With a Break in Duty Status**

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