



United States Department of Agriculture

Grain Inspection,
Packers and Stockyards
Administration

Office of the
Administrator

1400 Independence Ave.,
S.W., Stop 3601
Washington, D.C. 20250

Voice (202) 720-0219
Fax (202) 205-9237

Hotline 1-800-998-3447
www.gipsa.usda.gov

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TO: GIPSA POLICY BULLETIN BOARD

FROM: Larry Mitchell
Administrator

SUBJECT: Reimbursement for Local Travel

1. PURPOSE

This policy notice is being issued to enforce the Grain Inspection, Packers and Stockyards Administration (GIPSA) policy for reimbursing local travel claims using the SF-1164, Claim for Reimbursement for Expenditures on Official Business. The Departmental Regulation (DR) 2300-005, Agriculture Travel Regulation (ATR), dated 12/8/15, section j(4) states that Agency and Staff Office Heads or their designees may determine the appropriate method for reimbursing employees for local travel expenses.

2. BACKGROUND

The DR 2300-005 establishes policy on claiming local travel expenses incurred while performing official business in and around the employee's duty station and within 50 miles of the employees duty station or residence lasting less than 12 hours. Local travel expenses include the cost of subway, bus, train, taxi, mileage, tolls and parking. Per diem expenses, including lodging costs, cannot be authorized or reimbursed [as local travel]. Official travel exceeding 12 hours, cannot be authorized or reimbursed on an SF-1164. Official travel, exceeding 12 hours, requires a trip-by-trip or open authorization and voucher reimbursement must be entered into the Concur Travel System for approval and is subject to post payment audit by the OCFO. The DR 2300-005 goal is to ensure that all travelers are conforming to the USDA travel regulations and policies pertaining to local travel and claiming local travel expenses using an appropriate method of reimbursement.

3. POLICY

The USDA establishes policy on claiming local mileage expenses performed while on official duty in and around the employee's duty station. Approval for local travel expenses shall be made on a cases by case basis. Travelers seeking reimbursement must clearly justify that local travel costs incurred were additional out of pocket expenses and not part of the normal commuting costs. The regulations further states that local mileage must be claimed within the fiscal year the expenses were incurred.

GIPSA has determined that the SF-1164 will be the method of reimbursement for claiming local travel expenses. GIPSA has determined that WebTA will not be used to reimburse for travel or any other expenses. WebTA must be used for time and attendance reporting only.

All supervisors and managers who approve travel expenses are responsible for complying with GIPSA travel policy and guidance, USDA policy, and Federal travel regulations.

If you have any questions, please contact Rose Alexander at rose.d.alexander@usda.gov or 202-690-0881.