

# GRAIN INSPECTION, PACKERS, AND STOCKYARDS ADMINISTRATION

## 301-4.1 Basic Rules

### Local Mileage Policy for GIPSA Employees.

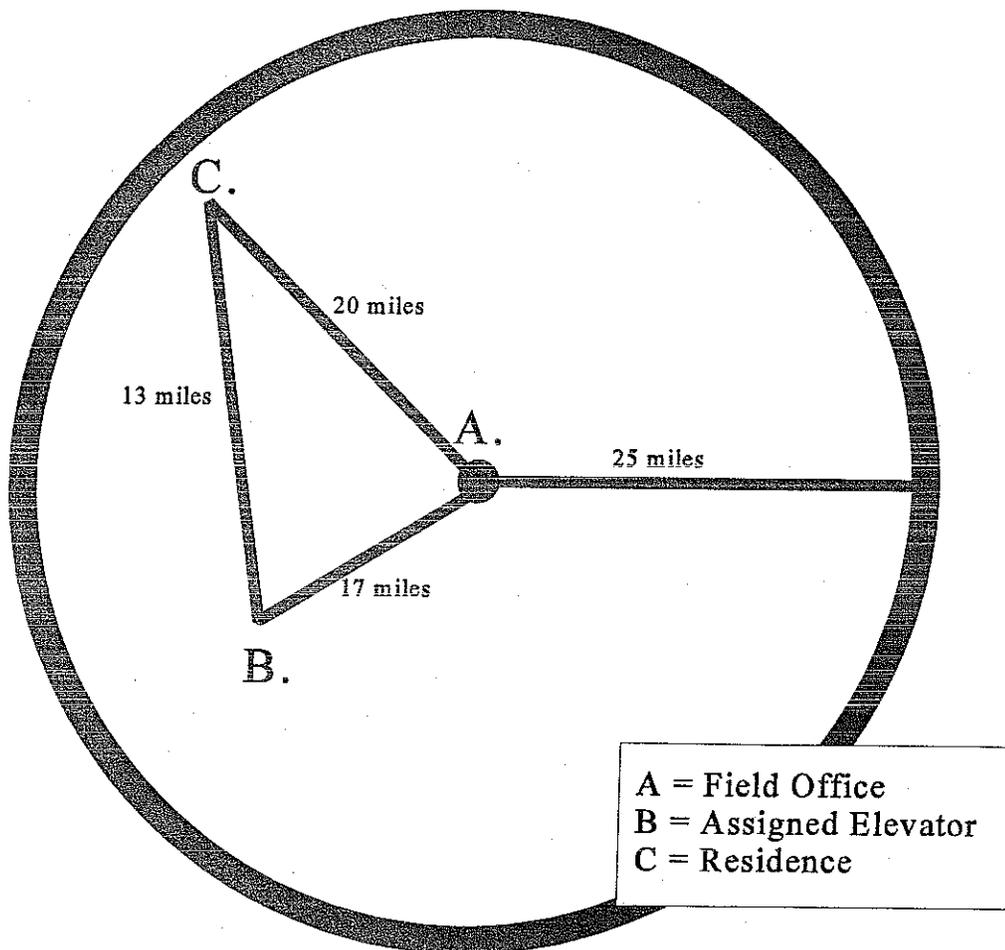
GIPSA headquarters and all of Packers and Stockyards Field Programs:

- ▶ The Official Duty Station is a single location identified in block #39 of the SF-50, Notification of Personnel Action.
- ▶ The local commuting area is defined as a 25 mile straight line radius from the Official Duty Station.
- ▶ Employees are entitled to authorized expenses over and above their normal commute when commuting to and/or from a temporary or alternative duty point within their local commuting area.
- ▶ All travel between duty points is reimbursable.
- ▶ The regular duty point is designated by the supervisor for each employee.
- ▶ All travel to and/or from the employee's residence to and/or from a duty point outside the local commuting area as defined above are fully reimbursable.

Field locations in the GIPSA Field Management Division:

- ▶ The Official Duty Stations is all regular duty points within a 25 mile straight line radius of the location identified in block #39 of the SF.-50, Notification of Personnel Action.
- ▶ Employees are entitled to the increase in their normal commute when commuting to and/or from temporary or alternative duty points.
- ▶ All Travel between duty points is reimbursable.
- ▶ Regular duty points are locations where employees are normally assigned, including such places as : grain elevators, rice mills, laboratories, docks, field offices, etc. Specific regular duty points should be designated by supervisors for each employee.
- ▶ See the enclosed examples of every day situations involving GIPSA local mileage.
- ▶ All travel to and/or from them employees' residence to and/or from a duty point outside the employees' official duty station.

## EXAMPLE 1

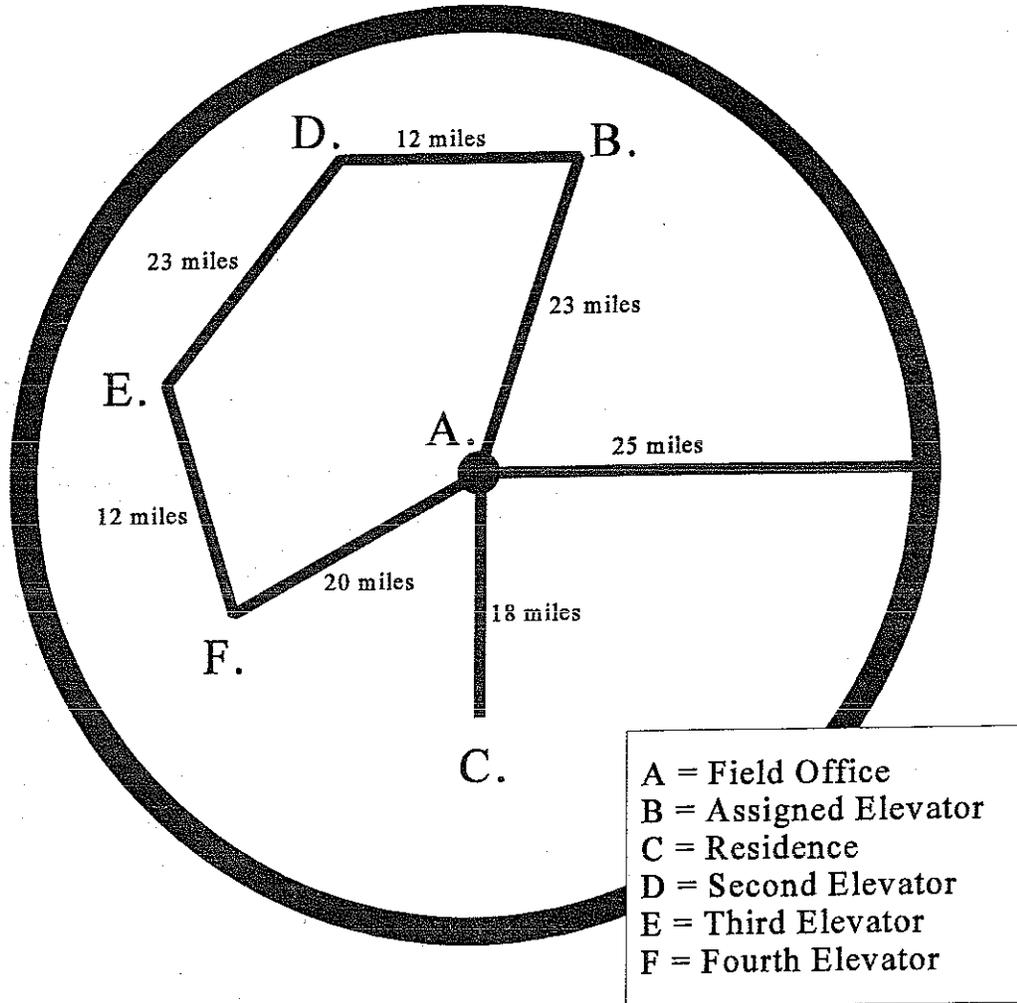


An employee leaves his/her residence (C) and reports to work at the field office (A). Sometime later in the day, the manager instructs the employee to report to a grain elevator (B) to finish the day. Because a Government-owned vehicle (GOV) is not available, the employee uses his/her privately owned vehicle (POV) to report to the second duty point. At the completion of the day, the employee returns to his/her residence.

In the above example, the employee may claim mileage for travel between the field office (A) and duty point (B), a total of 17 miles.

In the above example, it makes no difference whether the employee first reported to the field office or to the elevator. The mileage would be the same (17 miles). The employee is expected to bear the cost of commuting to and from his/her residence. Per diem is not involved.

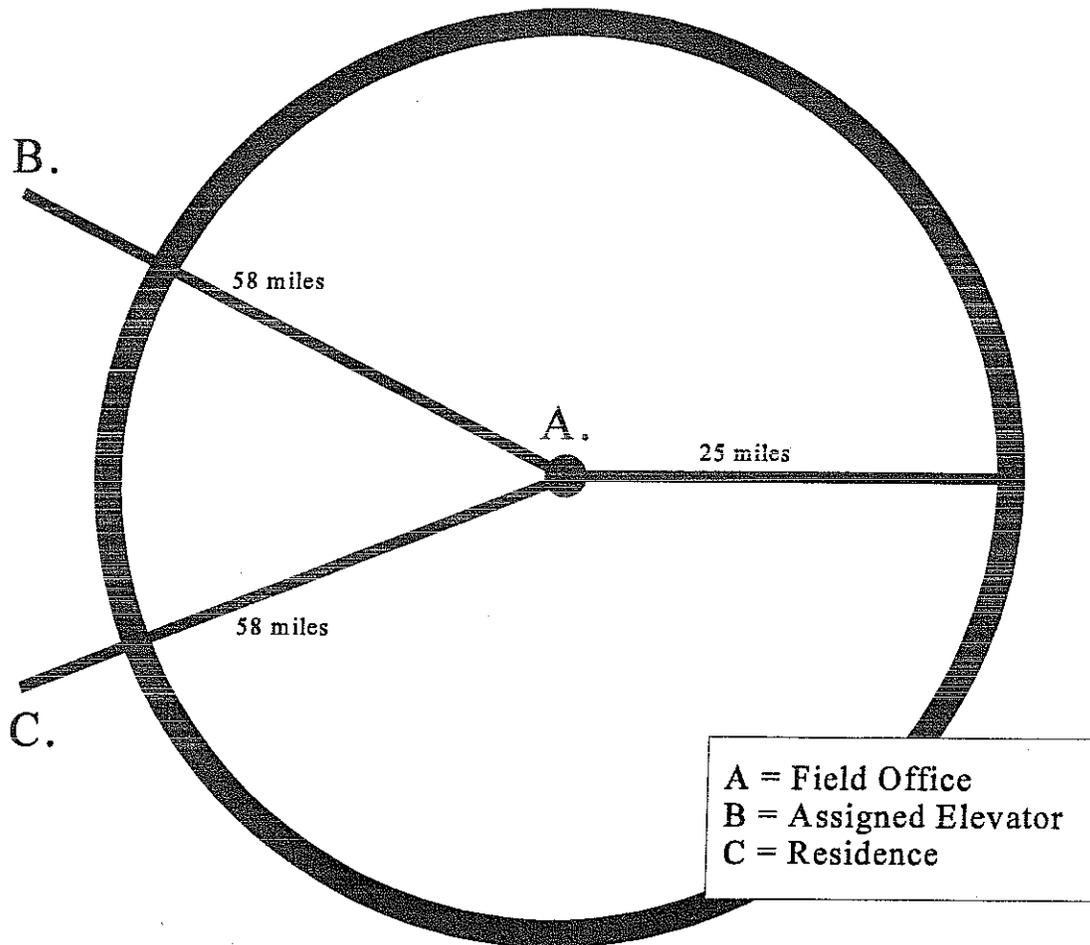
## EXAMPLE 2



An employee leaves his/her residence (C) and reports to work at the field office (A). Sometime later in the day, the manager instructs the employee to sample railcars at several different elevators (B), (D), (E), and (F) and to return the samples to the field office at the end of the day. Because a GOV is not available, the employee makes the sampling run using his/her POV. The employee returns with the samples to (A) a ½ hour before quitting time and prepares the samples to be graded the next day. At quitting time, the employee returns to his/her residence.

In the above example, the employee may claim mileage for travel from the field office (A) to duty point (B) to (D) to (E) to (F) and return to (A) for a total of 90 miles. The employee is expected to bear the cost of commuting to and from his/her residence. Per diem is not involved.

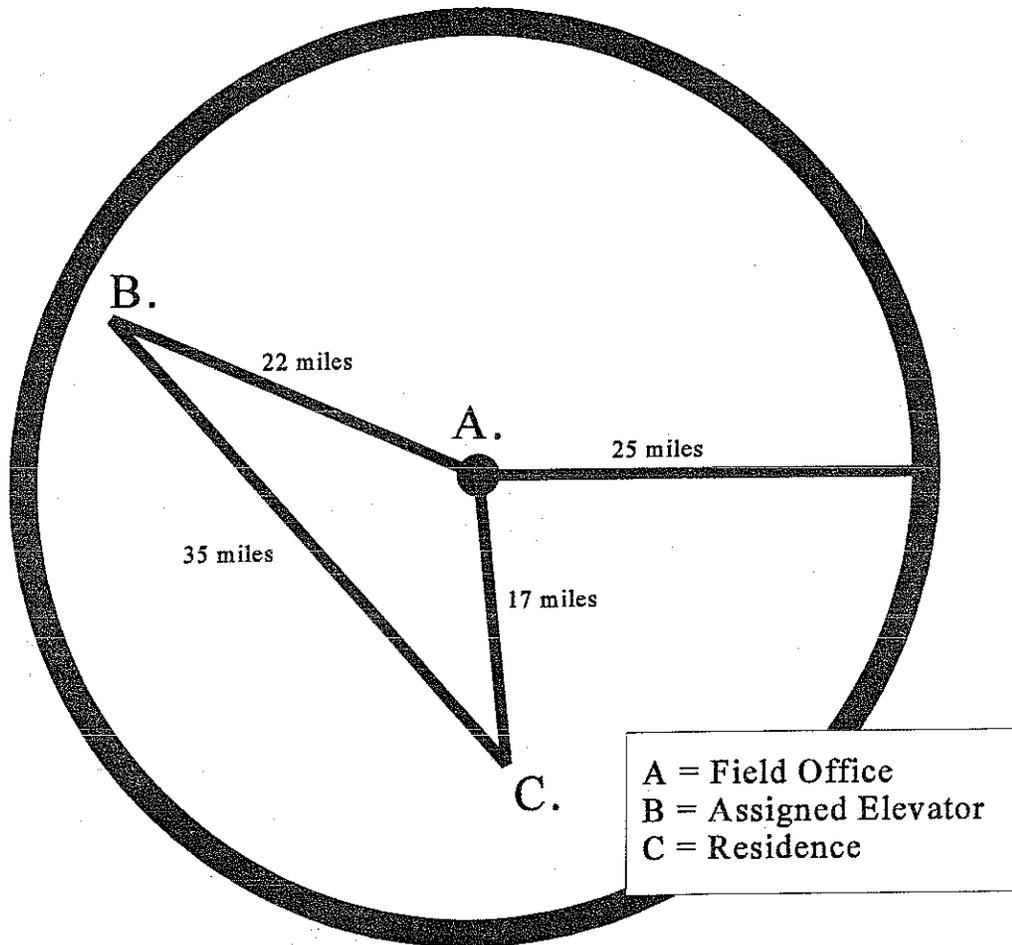
### EXAMPLE 3



An employee leaves his/her residence (C) and reports to work at the field office (A). At 9:00 a.m., the manager instructs the employee to report to a grain elevator (B) to sample railcars. Elevator (B) is outside of the official duty station. Because a GOV is not available, the employee uses his/her POV to report to the second duty point and to return to the field office. After sampling the cars, the employee returns to the field office for the remainder of the work day.

In the above example, the employee may claim mileage for travel from the field office (A) to duty point (B) and return to the field office (A) for a total of 116 miles. The employee is expected to bear the cost of commuting to and from his/her residence and because travel (from the field office to the elevator and return to the field office) was less than 12 hours, per diem is not involved.

## EXAMPLE 4



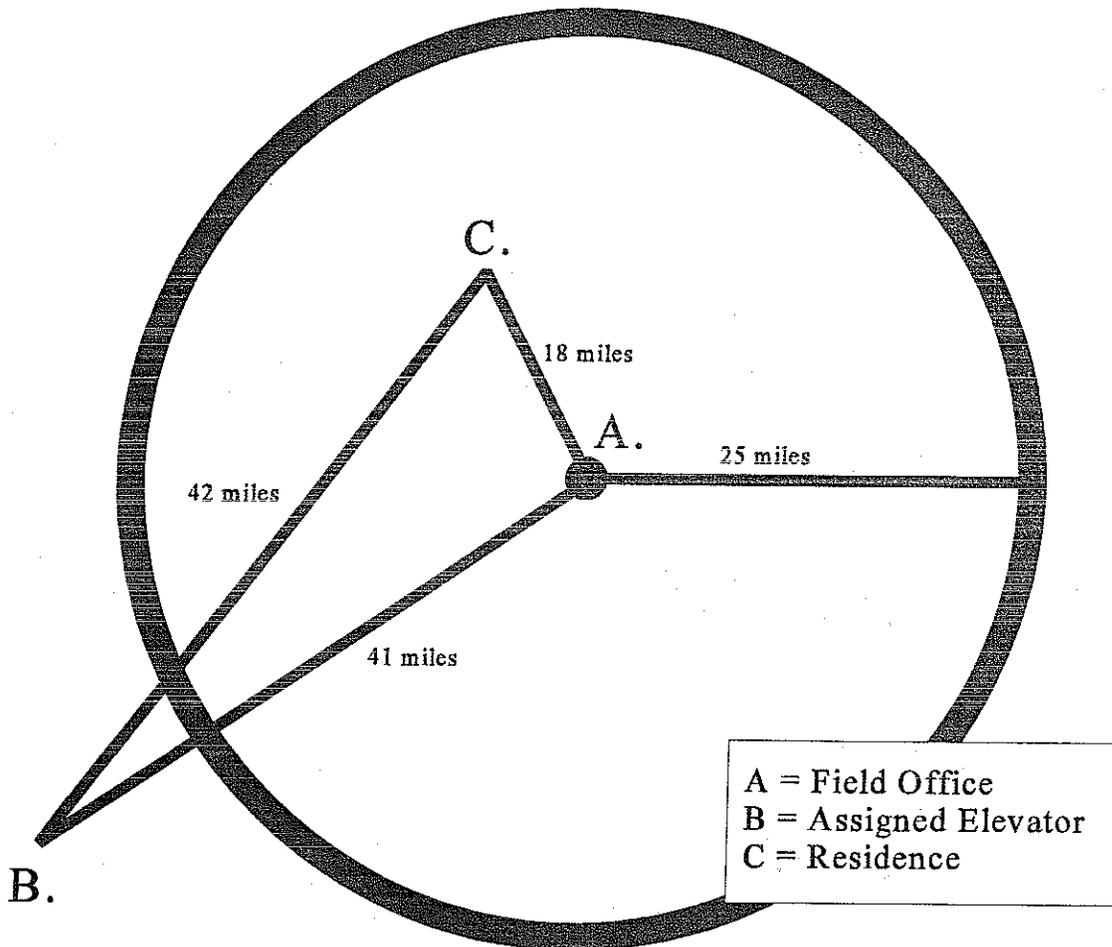
An employee leaves his/her residence (C) and reports to work at the field office (A). Sometime later in the day, the manager instructs the employee to report to a grain elevator (B) to finish the day. Because a GOV is not available, the employee uses his/her POV to report to the second duty point. At the completion of the day, the employee returns to his/her residence.

In the above example, the employee may claim mileage for travel between the field office (A) and duty point (B), a total of 22 miles.

In this example, it makes no difference that the employee's second duty point is further from his/her residence. The mileage claim is the same (22 miles). The employee is expected to bear the cost of commuting to and from his/her residence. Per diem is not involved.

If the employee had been instructed to return to the field office, then mileage could have been claimed in both directions ( $22 + 22 = 44$  miles).

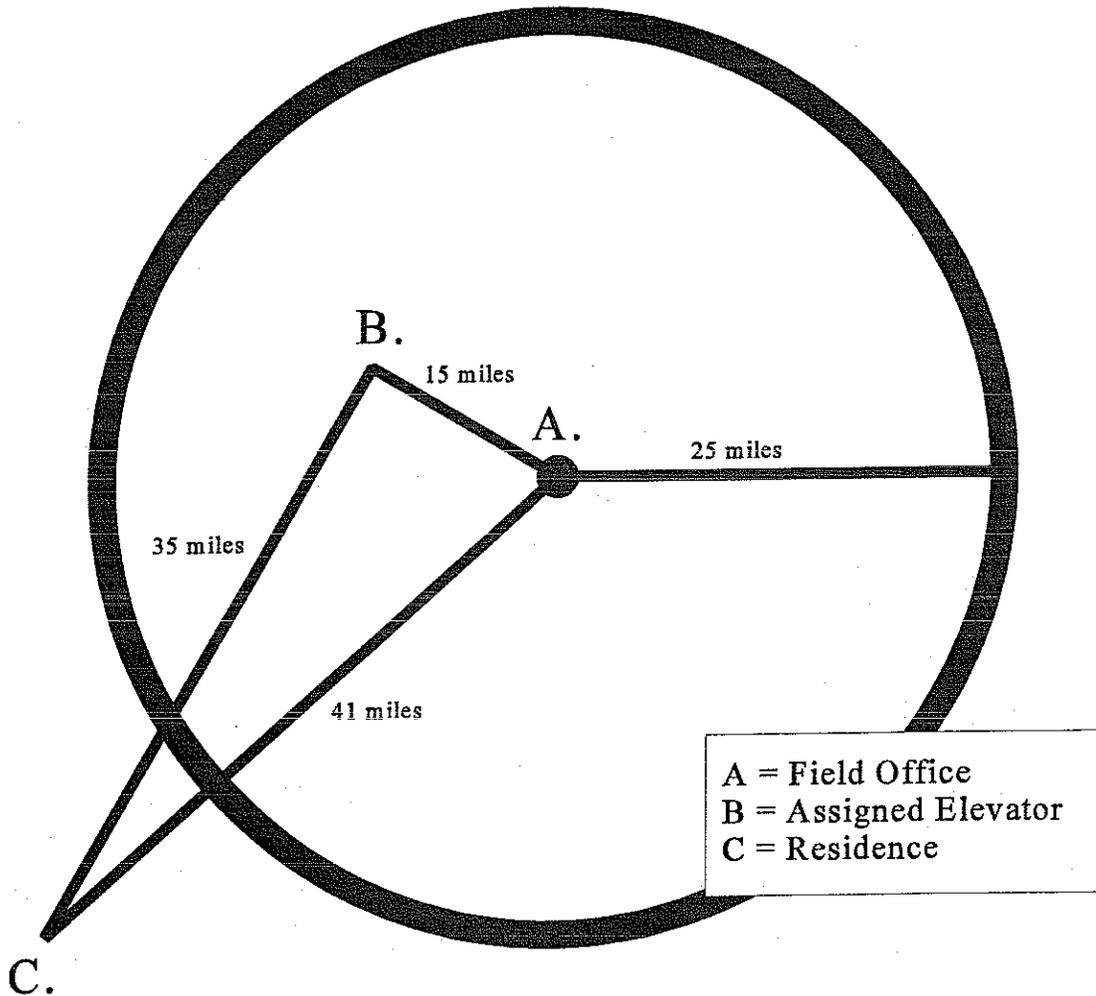
## EXAMPLE 5



An employee leaves his/her residence (C) and travels via POV to work at an elevator outside the official duty station (B). The elevator starts work at 6 a.m., the employee leaves for work at 5 a.m. After lunch, the manager instructs the employee to stop at the field office on the way home and leave the day's paperwork. The employee stops at the field office just long enough to leave the papers before proceeding home (C) and arrives at 6 p.m.

In the above example, the employee may claim mileage from his/her residence (C) to duty point (B) to the field office (A) and return to his/her residence (C) for a total of 101 miles. The stop at the field office is considered incidental (work was not performed at the field office) to the trip from point (B) to the employee's residence; therefore, the employee may claim all mileage. Because travel (from the residence to the elevator and return) was more than 12 hours, per diem is allowed.

## EXAMPLE 6

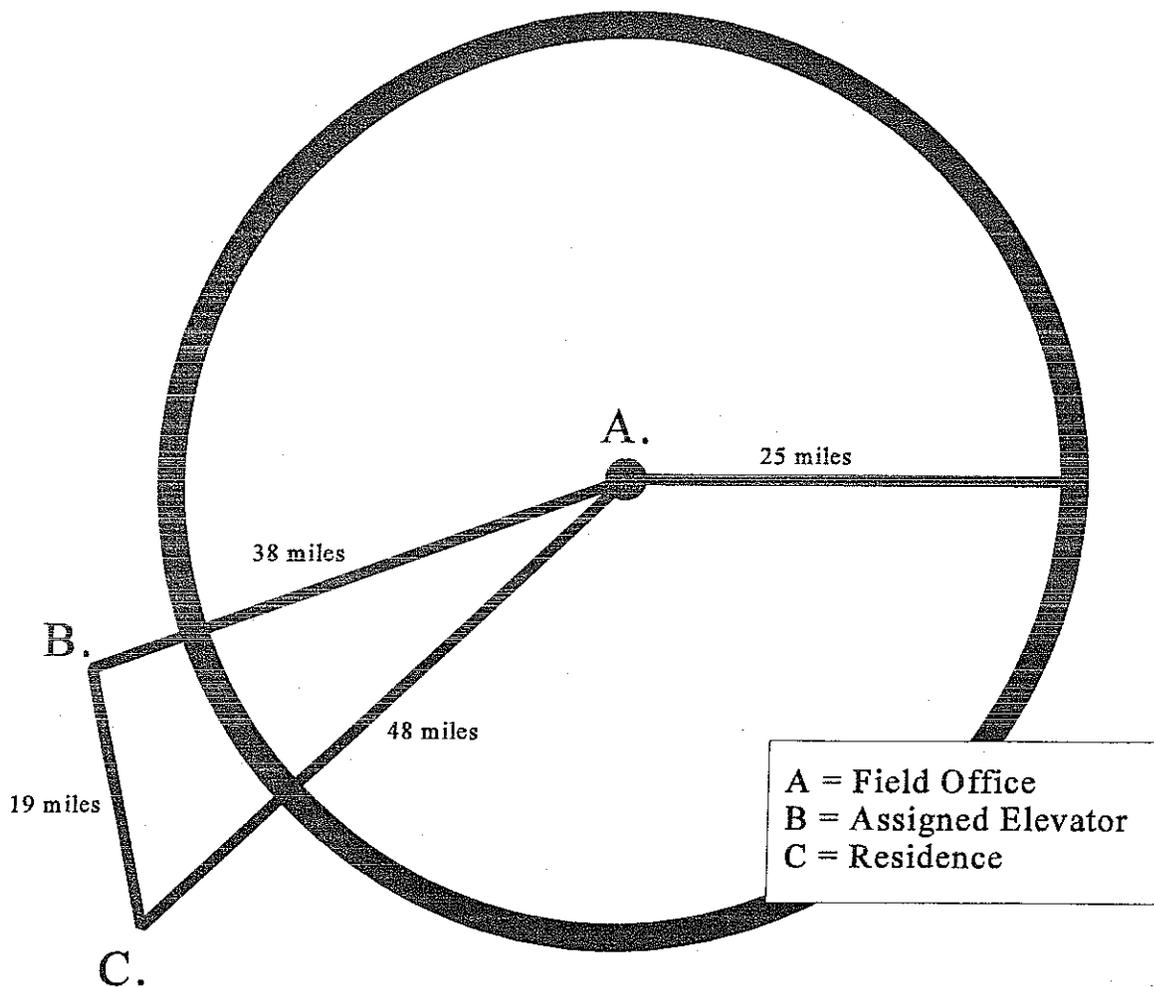


An employee leaves his/her residence (C) and reports to work at the field office (A). Sometime later in the day, the manager instructs the employee to report to a grain elevator (B) to finish the day. Because a GOV is not available, the employee uses his/her POV to report to the second duty point. At the completion of the day, the employee returns to his/her residence.

In the above example, the employee may claim mileage for travel between the field office (A) and the grain elevator (B), a total of 15 miles.

In the above example, it makes no difference that the employee lives outside the official duty station or that the employee traveled more than 35 miles to report to the first duty station. The employee is expected to bear the cost of commuting to and from his/her residence. Per diem is not involved.

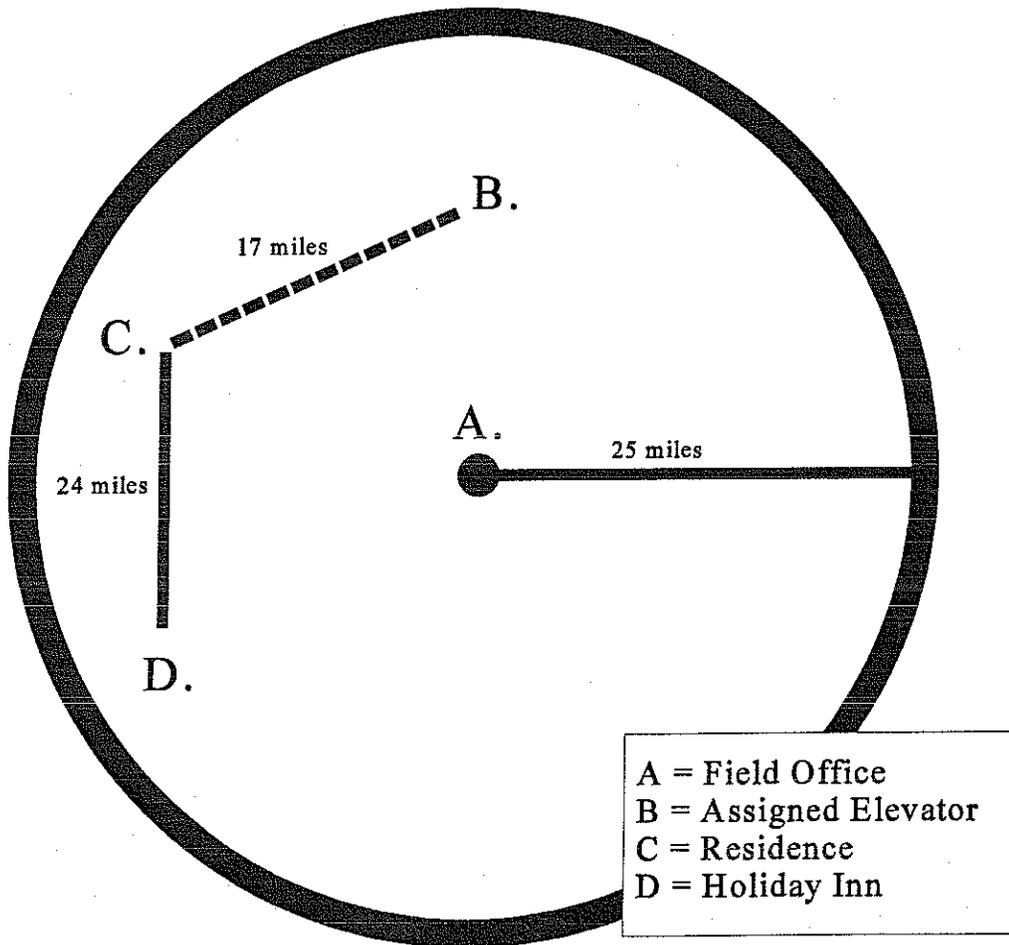
## EXAMPLE 7



An employee leaves his/her residence (C) and travels via POV to work at an elevator outside the official duty station (B). The elevator is scheduled to start work at 8 a.m., so the employee leaves for work at 7:30 a.m. Upon arriving at the elevator, the employee is informed that equipment problems have canceled all work for the day. The employee then calls the field office, and the manager instructs the employee to report to the field office (A) for the remainder of the day. The employee arrives back at the field office at 9:30 a.m. and works until the regular quitting time (4:30 p.m.) before proceeding home (C).

In the above example, the employee may claim mileage for travel from his/her residence (C) to duty point (B) and then to the field office (A) for a total of 57 miles. The employee is expected to bear the cost of commuting from the field office to his/her residence (travel stops when an employee returns either to his/her residence, or to a duty point within the official duty station and actually performs work). Because travel (from the residence to the elevator and then to the field office) was less than 12 hours and was within 25 miles of the employee's residence or assigned duty station, per diem is not allowed.

## EXAMPLE 8



An employee is assigned to duty point (B) on the 2-week tentative work schedule. During the second week of the schedule, the employee is asked to (perform work) conduct a grain grading school at the local Holiday Inn, an alternative/temporary duty point other than one of the employee's regular duty points. The employee leaves his/her residence (C) and reports to the alternative/temporary duty point (D) and works the entire day. At the completion of the day, the employee returns directly to his/her residence.

In the above example, the employee may claim mileage for travel to the alternative/temporary duty point minus his/her regular commuting distance  $(24 + 24(48) \text{ minus } 17+17(34) = 14 \text{ miles})$ .