



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201 - 2288

MDNG-AG-HRO (310-1q)

1 February 2002

HRO POLICY/GUIDANCE LETTER # 17

SUBJECT: Procedures and Guidelines on use of Miscellaneous Expense Reimbursement Voucher (SF 1164) for ARNG Technician/AGR Personnel

SEE DISTRIBUTION

1. **POLICY:** LOCAL TRAVEL IN AND AROUND PERMANENT DUTY STATION (PDS) AND MISCELLANEOUS EXPENSE / REIMBURSEMENT CLAIMS FILING (SF-1164)

A. Authorization/Approval. Approving officials may authorize/approve reimbursement for transportation and/or miscellaneous expenses incurred by members who conduct official business in the local area of their PDS. Expenditure of Federal funds shall be limited to that which is essential to the efficient conduct of business. Only those expenses necessary to accomplish the purpose may be authorized or approved for reimbursement in accordance with the JFTR.

B. Criteria / Considerations

- a. It is necessary to conduct ARNG business.
- b. Determination that business cannot be satisfactorily accomplished by telephone, e-mail, fax, or correspondence.
- c. Expected results to be obtained will justify funds spent.
- d. Determine GSA and/or Military vehicle availability before authorizing POV.
- e. Determine the minimum number of travelers who should attend any function.
- f. Determine cost effective routing and means of travel are used.

This HRO Policy/Guidance Letter supersedes HRO Policy/Guidance Letter #17 dated 1 May 2001, Control of TDY Travel and Per Diem Costs (ARNG and ANG Technician/AGR)

SUBJECT: Procedures and Guidelines on use of Miscellaneous Expense Reimbursement Voucher (SF 1164) for ARNG Technician/AGR Personnel

- g. Disapprove frivolous request such as reimbursement when traveling to perform Annual Physical Fitness Test (APFT).
 - h. Determine and assign use of car pools if POV is only resort available when conducting official business and multiple members attendance is required
- C. Local Area. The local area is the area
- a. Within the duty station limits (permanent) and the metropolitan area around that station which is ordinarily served by local common carriers; or
 - b. Within a local commuting area of the duty station, the boundaries of which are to be determined by the approving official; or
 - For example: Armories are considered to be "**Additional Duty Sites**" for all Full-Time Support Personnel and "**Travel Orders**" between armories is not authorized unless overnight lodging is required.
 - c. Separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.
- D. Modes of Travel. Select the mode of transportation that meets ARNG requirements at the lowest overall cost from origin to destination. Managers and other authorizing officials must closely scrutinize requests to ensure the use of the most economical mode. All fund authoring officials, specifically, Brigade Senior Full Time Supervisors must determine and certify prior to submission of expense vouchers that "ALL" criteria and/or considerations reflected were met prior to approving use of POV. Vouchers will depict mileage calculations as cited under para 4.B below. This calculation is to be cited below the locations as recorded on the SF-1164 by the member in same format as example. (18 + 18 - 14 = 22)

2. DEFINITION OF TERMS:

- A. Full Time Support Personnel (FTSP): "ALL" ARNG Technicians/AGR personnel.
- B. Federal Funds: Federally appropriated funds for the ARNG.

SUBJECT: Procedures and Guidelines on use of Miscellaneous Expense Reimbursement Voucher (SF 1164) for ARNG Technician/AGR Personnel

C. Examples of Travel: meeting, conference, seminar, symposium, convention, congress, panel, workshop or other such gathering.

3. AGR MEDICAL TRAVEL REIMBURSEMENT:

Travel "To" and "From" Medical Treatment Facilities

A. Uniformed members traveling to their Primary Care Medical Treatment Facility (TRICARE or USFHP assigned) for regular visits and/or check-ups and utilize their POV will not be authorized mileage, nor will orders be required since assigned facility is considered to be in the local area. The **only** example whereas mileage would be authorized is when uniformed members, who are ordered/referred to a medical facility other than their Primary Care facility within the local area for physical examination or to obtain a medical diagnosis and/or treatment are on official business and may be reimbursed for the travel. This ordered and/or referred travel includes "*additional visits*" if they are a part of the required physical examination.

B. Uniformed members traveling to other Government and/or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

4. EXPENSE DETERMINATION WHEN TRAVEL IS PERFORMED WITHIN THE **PDS AREA AND** POV USE IS AUTHORIZED AND APPROVED BY FTS SUPERVISOR

A. When authorized and approved, a FTS member who travels by POV is entitled to mileage based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, bridge, road, and tunnel fees. Payments of mileage and reimbursement of expenses shall be made only to the member defraying the POV operating expenses, regardless of the number of passengers who accompany the member or who contribute funds to defray the POV operating expenses.

SUBJECT: Procedures and Guidelines on use of Miscellaneous Expense Reimbursement Voucher (SF 1164) for ARNG Technician/AGR Personnel

B. When use of a POV is authorized and approved the member shall be paid mileage for the distance that exceeds the member's normal commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. This will be reviewed by the members FTS supervisor and certified prior to submission for reimbursement. Examples are provided below as to how a mileage determination is to be made.

EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles. In this case, the member is

SUBJECT: Procedures and Guidelines on use of Miscellaneous Expense Reimbursement Voucher (SF 1164) for ARNG Technician/AGR Personnel

entitled to mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles (18 + 18 - 14 = 22).

EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles. In this case, the member is not entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles. In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles (15 + 30 + 15 - 30 = 30).

EXAMPLE 4

Member's one way commuting distance to PDS is 12 miles. In the morning, the member drives to an alternate duty site (45 miles). In the afternoon, the member returns to the PDS (67 miles). After completion of work, the member returns to residence, a distance of 12 miles. In this case, the member is entitled to mileage for the distance that exceeds the normal round trip

SUBJECT: Procedures and Guidelines on use of Miscellaneous Expense Reimbursement Voucher (SF 1164) for ARNG Technician/AGR Personnel

commuting distance (24 miles). The member is paid for 100 miles (45 + 67 + 12 - 24 = 100).

EXAMPLE 5

Member's one way commuting distance to PDS is 35 miles. Member drives to the PDS (35 miles). Later, the member drives to alternate duty site #1 (50 miles) and then to alternate duty site#2 (25 miles). Member then drives to residence (10 miles). In this case, the member is entitled to mileage for the distance that exceeds the normal commuting distance (70 miles). The member is paid for 50 miles (35 + 50 + 25 + 10 - 70 = 50)

EXAMPLE 6

Member's one way commuting distance to PDS is 20 miles. Member drives to PDS (20 miles). Later, the member drives to alternate duty site #1 (10 miles) and then to alternate duty site #2 (5 miles). Member then drives to residence (2 miles). In this case, the member is not entitled to mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

SUBJECT: Procedures and Guidelines on use of Miscellaneous Expense Reimbursement Voucher (SF 1164) for ARNG Technician/AGR Personnel

miles). Member then drives to residence (2 miles). In this case, the member is not entitled to mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

5. COMMUNICATION SERVICES:

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available and "only" when approved in advance and a funds determination has been made. A member's election to utilize their personal cell phones to conduct official business is considered a personal choice and therefore is non-reimbursable.

6. RECEIPT REQUIREMENTS

A. General. Receipts are required for expenditures of \$75 or more. A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipts. If receipts are impracticable to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a

SUBJECT: Procedures and Guidelines on use of Miscellaneous Expense Reimbursement Voucher (SF 1164) for ARNG Technician/AGR Personnel

statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

7. FRAUDULENT CLAIMS:

When there is a reasonable suspicion of a falsified expense the suspect expense shall not be allowed. If payment has occurred before discovery of a suspected falsified expense, the member must reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)). See DoDFMR, Volume 9 for the requirements regarding payments when expense(s) are suspected of being fraudulent. Full Time Supervisors are encouraged to pay particularly close attention to Paragraph 1 C above. Local Area is defined as:

Armories are considered to be "Additional Duty Sites" for all Full-Time Support Personnel and "Travel Orders" between armories is not authorized unless overnight lodging is required.

By signing the SF 1164, the member and Brigade Senior Full Time Supervisor are certifying and confirming that "all" criteria and considerations have been met and as a result authorize voucher for payment.

FOR THE ADJUTANT GENERAL:



ANNETTE M. DEENER
COL, GS, MDARNG
Human Resource Officer

DISTRIBUTION:

All Full-Time Support Managers/
Supervisors (Army Only)