



DEFENSE TRAVEL MANAGEMENT OFFICE

RSS Feed: Defense Travel Toolkit

Should you use the DTOD or your odometer to calculate mileage? (For Distribution to Travelers)

Let's face it – mileage can be confusing. Sometimes you use your odometer; other times, you use the Defense Table of Official Distances (DTOD). Then, just when you think you've figured it all out, an "experienced" colleague (e.g., Mr. Know-it-All) tells you something different.

To put an end to the confusion, and silence Mr. Know-it-All forever, here's the long and short of how to figure out your mileage when you drive your personal car or motorcycle for official purposes:

Use the DTOD (not your odometer, Google Maps, or your best guesstimate) **when...**

Driving to/from a TDY location outside of your local area (en route mileage)

The DTOD uses fixed locations to determine mileage. For example, if you're stationed at Fort Belvoir, VA, and drive your car for a TDY to Fort Jackson, SC, the DTOD lists the one-way mileage as 460 miles. Regardless of whether you take the scenic route or the most direct route to get to Fort Jackson, your official mileage stays the same.

Tip 1: Using the "Pvt Auto-TDY/TAD" or "Pvt Motorcycle-TDY/TAD" expense type in DTS makes you use the DTOD to calculate your mileage. Thanks for eliminating the guesswork, DTS!

Tip 2: Enter your locations carefully – if you select the wrong ZIP code, you'll get the wrong mileage.

Want more information on the DTOD? Visit our [website](#).

Use your odometer (not the DTOD, GPS readings, or algebraic calculations learned in 8th grade) **when...**

Driving at a TDY location (in/around mileage)

If you drive your personal vehicle to a TDY location, you're probably also going to use it to get to meetings, to grab some chow, and for other official purposes. Simply jot down any official miles based on your vehicle's odometer readings.

Driving in your local area (local mileage)

This applies when you drive to an alternate duty site or for other official local in/around mileage.

You may be required to subtract your usual commute distance or cost from your local mileage. We'll be covering local mileage in more depth in an upcoming article. In the meantime, check out our [Create a Local Voucher tri-fold](#).

Now you know when to use the DTOD and when to use your odometer. The open road awaits!

If you're curious about the going rates for mileage, visit <http://www.irs.gov/2014-Standard-Mileage-Rates-for-Business,-Medical-and-Moving-Announced>.