



# Travel Tips & Tricks: Reducing Reimbursement for POV Use when GOV is Available

October 10, 2019

## Overview

DTM users can now submit a request and expense report accounting for Privately Owned Vehicle (POV) use when a government furnished vehicle (GOV) is available. Keep in mind, when selecting to use a POV over an available government vehicle, a reduced auto mileage rate will apply. Instead of being authorized \$0.58\* per mile, the traveler will be authorized \$0.20\* per mile. This edition of DTM Travel Tips & Tricks will show you how to reduce your auto rate for POV when a GOV was available.

\*These rates are current as of October 10, 2019. For the current rates, visit [www.gsa.gov/mileage](http://www.gsa.gov/mileage).

**Scenario:** I am TDY from Washington D.C to Richmond, VA and want to use my POV when a GOV is available at the Pentagon location. How do I account for my reduced auto rate for my POV on my request and expense?

## Instructions for Creating a Request with POV Mileage

1. Once you book your segments, move on to additional expenses for your request.
2. First, add a new expense type of POV Mileage.

The screenshot shows the SAP Concur interface for a request titled "Request 437YV". The request name is "Test POV Mileage" and the purpose is "Request Name: Test POV Mileage". The status is "Sent Back to Employee" with an amount of "\$435.00".

The interface includes a navigation bar with "SAP Concur", "Requests", "Travel", "Expense", "Approvals", and "App Center". Below this, there are buttons for "Manage Requests", "New Request", and "Quick Search".

The main content area shows a table of expenses:

Date	Expense Type	Amount	Requested
09/27/2019	Hotel/Lodging	\$270.00	\$270.00
09/29/2019	M and IE Allowance	\$185.00	\$165.00

At the bottom of the table, it shows "TOTAL AMOUNT \$435.00" and "TOTAL REQUESTED \$435.00".

On the right side, there is a list of expense types. "POV Mileage" is highlighted with a red box. Other expense types include: 01. Transportation (Airline Fees, Commercial Bus Fare, Government Vehicle Fuel, Private Plane - Fees, Public Transportation, Rental Car Fuel, Taxi/Car Service, TDY Parking, Terminal Parking, Train Fare); 02. Lodging (Hotel Parking, Hotel Taxes (CONUS, Non-Foreign ONLY), Lodging Allowance Adjustment - Personal Preference, Conference Registration Fee); 03. Meals - Single location trips only (M and IE Allowance); 03. Meals - Multi segment trips (M and IE Allowance - Interim Days, M and IE Allowance - Travel Day); 04. Fees.



# Defense Travel Modernization Prototype

3. Provide the estimated mileage in the field labeled distance, then select Personal Auto Reduced Rate from the POV Selection drop down then select SAVE.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Support | Help

Request 437YV | Attachments | Print / Email | Cancel Request | Submit Request

Request Name: Test POV Mileage  
Purpose: | Status: Sent Back to Employee | Amount: \$435.00

Date	Expense Type	Amount	Requested
09/27/2019	Hotel/Lodging	\$270.00	\$270.00
09/29/2019	M and IE Allowance	\$165.00	\$165.00

Expense Type: POV Mileage | Transaction Date: 09/29/2019 | Distance: 214 | POV Selection: Personal Auto Reduced Rate

TOTAL AMOUNT: \$435.00 | TOTAL REQUESTED: \$435.00

Save | Allocate | Cancel

4. DTM calculates your reimbursement based on the mileage you provide. Once you include all expenses on your request and allocate them, submit to your AO for approval.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Support | Help

Request 437YV | Attachments | Print / Email | Cancel Request | Submit Request

Request Name: Test POV Mileage  
Purpose: | Status: Sent Back to Employee | Amount: \$478.60

Date	Expense Type	Amount	Requested
09/27/2019	Hotel/Lodging	\$270.00	\$270.00
09/29/2019	M and IE Allowance	\$165.00	\$165.00
09/29/2019	POV Mileage	\$43.60	\$43.60

Expense Type: | To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- 01. Transportation: Airline Fees, Commercial Bus Fare, Government Vehicle Fuel, POV Mileage, Private Plane - Fees, Public Transportation, Rental Car Fuel, Taxi/Car Service, TDY Parking, Terminal Parking, Train Fare
- 02. Lodging: Hotel Parking, Hotel Taxes (CONUS, Non-Foreign ONLY), Lodging Allowance Adjustment - Personal Preference
- 03. Meals - Single location trips only, M and IE Allowance
- 04. Fees: Conference Registration Fee
- 05. Meals - Multi segment trips, M and IE Allowance - Interim Days
- 06. Meals - M and IE Allowance - Travel Day

TOTAL AMOUNT: \$478.60 | TOTAL REQUESTED: \$478.60



## Instructions for Creating an Expense Report with POV Mileage

1. Create your expense report from your approved request. Populate required fields, import itinerary, and move on to creating your expenses.
2. Select Personal Auto Reduced Rate expense type.

The screenshot shows the SAP Concur Expense page. The 'New Expense' form is open, and the 'Expense Type' dropdown is set to 'Personal Auto Reduced Rate', which is highlighted with a red box. The 'Transaction Date' is 09/29/2019, and the 'Mileage' field is set to 216.00, also highlighted with a red box. The 'Payment Type' is 'Other Payment Method', and the 'Amount' is 0. The 'Personal Expense' checkbox is checked. The 'Comment' field is empty. The 'Available Receipts' section is empty. The 'Expenses' table on the left shows a total amount of \$422.07 and a total requested amount of \$294.25.

Date	Expense Type	Amount	Requested
09/29/2019	Hotel/Lodging Candlewood Suites, Richmond, Vi	\$257.07	\$129.25
09/29/2019	M and IE Allowance Richmond, Virginia	\$49.50	\$49.50
09/29/2019	M and IE Allowance Richmond, Virginia	\$66.00	\$66.00
09/27/2019	M and IE Allowance Richmond, Virginia	\$49.50	\$49.50

TOTAL AMOUNT: \$422.07  
TOTAL REQUESTED: \$294.25

3. Provide the mileage then select SAVE.

The screenshot shows the SAP Concur Expense page with the 'New Expense' form. The 'Expense Type' is 'Personal Auto Reduced Rate', the 'Transaction Date' is 09/29/2019, and the 'Mileage' is 216.00. The 'Payment Type' is 'Other Payment Method', and the 'Amount' is 0. The 'Personal Expense' checkbox is checked. The 'Comment' field is empty. The 'Available Receipts' section is empty. The 'Expenses' table on the left shows a total amount of \$422.07 and a total requested amount of \$294.25. The 'Save' button is highlighted with a red box.

Date	Expense Type	Amount	Requested
09/29/2019	Hotel/Lodging Candlewood Suites, Richmond, Vi	\$257.07	\$129.25
09/29/2019	M and IE Allowance Richmond, Virginia	\$49.50	\$49.50
09/29/2019	M and IE Allowance Richmond, Virginia	\$66.00	\$66.00
09/27/2019	M and IE Allowance Richmond, Virginia	\$49.50	\$49.50

TOTAL AMOUNT: \$422.07  
TOTAL REQUESTED: \$294.25



4. DTM calculates your reimbursement based on the mileage you provide. Note that this reimbursement is lower than it would be if a government vehicle had not been available. Ensure your expense report is complete then submit for approval.

SAP Concur | Requests | Travel | **Expense** | Approvals | App Center | Support | Help | Profile

Manage Expenses | View Transactions

### Test POV Mileage

Buttons: + New Expense, Import Expenses, Details, Receipts, Print / Email

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/29/2019	Hotel/Lodging Candlewood Sps, Richmond, Va	\$257.07	\$129.25
<input type="checkbox"/>	09/29/2019	M and IE Allowance Richmond, Virginia	\$49.50	\$49.50
<input type="checkbox"/>	09/29/2019	Personal Auto Reduced Rate	\$43.80	\$43.80
<input type="checkbox"/>	09/25/2019	M and IE Allowance Richmond, Virginia	\$50.00	\$50.00
<input type="checkbox"/>	09/27/2019	M and IE Allowance Richmond, Virginia	\$49.50	\$49.50

TOTAL AMOUNT: \$465.67 | TOTAL REQUESTED: \$337.85

Expense Type:

Recently Used Expense Types

Personal Auto Reduced Rate	Hotel/Lodging	Overpayment Correction	Non Reimbursable/Personal Expense
Rental Car			

All Expense Types

01. Transportation	...01. Transportation	...02. Lodging	...05. Other
Airfare	Rental Car Fuel	Laundry (Incidental Expense)	Cash Advance/ATM Withdrawal
Airline Fees	Taxi/Car Service	03. Meals	International Guide Services
Airline Fees (Non-Reimbursable)	TDV Parking	Individual Meals Charged on GTCC	Interpreter Services
Commercial Bus Fare	Terminal Parking	04. Fees	Non Reimbursable/Personal Expense
Government Vehicle Fuel	Tolls	ATM Fees (Incidental Expense)	Overpayment Correction
Personal Auto Reduced Rate	Train Fare	Conference Registration Fee	Unclaimed M and IE
Personal Vehicle Mileage	02. Lodging	Currency Conversion Fees	06. Military Working Dog
Private Plane - Fees	Dual Lodging	Mandatory Immunizations/Medical fees	Hotel fees for M1 Work Dog
Public Transportation	Hotel/Lodging	VISA*Foreign Driver's License/Passport fees	Kennel Handling Fee M1 Work Dog
Rental Car	Internet/WiFi Fees (For Official Use)	05. Other	
		Baggage Handling Tips for Travelers w/Special Needs	