



Information Paper:

How to Calculate Local POV Mileage Allowances

Background

Per the [Joint Travel Regulations \(JTR\)](#), par. 020603, you* calculate a Privately Owned Vehicle (POV) mileage allowance for official travel in the local area differently than for official travel while during a TDY. The main differences are:

1. Your POV's odometer determines your official local mileage instead of the Defense Table of Official Distances (DTOD).
2. You must reduce your mileage allowance by your usual commute mileage or cost.

However, the same two types of mileage apply to both local and TDY travel. *En route mileage* is official mileage to, from, and between your home or Permanent Duty Station (PDS) and one or more alternate duty locations. *In-and-around local mileage* is any other official mileage.

Local mileage examples: You're work assignment is to work at a local facility that is not at your PDS to support a project. The miles you drive to get to and from that facility are en route miles. During the workday, you must drive to pick up supplies for the project. The miles you drive on this task are in-and-around miles.

This information paper explains how to correctly use DTS to calculate your allowance for both types of local mileage.

Note: The examples in this information paper always use the POV auto mileage rate. A different mileage rate applies if you drive a motorcycle or if a government vehicle was available for your use. The rate quoted was current January 2019 and may not reflect the current POV auto mileage rate.

**In this information paper, "you" refers to a traveler; however, the actions described also apply to anyone who creates travel documents for travelers, such as a Non-DTS Entry Agent or travel clerk.*

Entering En Route Local Mileage

From the **DTS Dashboard**, select **Create New Document** and then select **Create Local Voucher**. From the **Progress Bar**, select **Expenses** module. The **Enter Travel Expenses** window opens. Under **Other Expenses**, select **Add Expenses**.



**Entering En
Route Local
Mileage
(continued)**

If you drove your POV from your home or PDS directly to, from, or between alternate duty locations in your local area:

1. Use the vehicle's odometer to determine your official one-way mileage.
2. An **Expense Category** screen displays the four primary categories or groupings of **International Travel Expenses, Other Expenses, Mileage Expenses, and Transportation Expenses.**
3. Select **Mileage Expenses**, select a mileage type:
 - a. Use **Private Auto – Local Area or Private Motorcycle – Local Area** option if the Authorizing Official (AO) approved you to drive your automobile or motorcycle.
 - b. Use **Private Vehicle – GOV Auth & Avail** option if you chose to drive your POV even though the AO approved you to use a Government vehicle. **Note:** DTS sometimes uses "*privately owned conveyance*" (*POC*) where the JTR uses "*POV.*"
4. Enter the **Expense Date, Purpose**, the place you departed **From**, the place you drove **To**, number of one-way **Miles** you drove on that leg of the trip, and the **Method of Reimbursement.**
5. If you indicate that you drove **From** or **To** your **Residence**, additional options appear (see examples below). Select whether you normally drive or incur a cost to commute, and the applicable mileage or cost.
6. Check the **create a separate expense for round-trip** box to duplicate the calculated allowance for the return trip, creating the round-trip total.
7. Select **Add Expense.**

DTS calculates your mileage allowances as follows:



**Entering En
Route Local
Mileage
(continued)**

If you normally drive to work: DTS subtracts the number of one-way miles you usually commute (entered in step 4 on previous page) before multiplying by the mileage rate.

Example: You normally drive **5 miles** one-way to and from work. Today, you drove from home to an alternate work location **12 miles** away. At the end of the day, you drove directly home.

12 miles (to alternate duty location) – **5 miles** (normal commute) = **7 miles**

7 miles x **\$0.58/mile** (mileage rate) = **\$4.06** (one-way mileage allowance)

\$4.06 x **2** (to create a round-trip) = **\$8.12** (round-trip mileage allowance)

If you normally take public transportation: DTS calculates your mileage allowance based on the total number of one-way miles driven, and then subtracts the cost of your normal one-way commute (entered in step 4 on previous page).

Example: You normally pay **\$5.00** one-way to take the subway to and from work. Today, you drove your car to an alternate work location **20 miles** from your home. At the end of the day, you drove directly home again.

20 miles (to alternate duty location) x **\$0.58/mile** (mileage rate) = **\$11.60**

\$11.60 - **\$5.00** (normal commuting cost) = **\$6.60** (one-way mileage allowance)

\$6.60 x **2** (to create a round-trip) = **\$13.20** (round-trip mileage allowance)

Note: For either of the above calculations, if the resulting mileage allowance is a negative number (e.g., you drove fewer miles to the alternate work site than you normally drive to your PDS), you will not receive a mileage allowance.

If your official duties took you to multiple locations on the same day, follow the same steps listed above, except:

1. In step 3, enter your total (vs. one-way) official mileage for the day.
2. In step 4, enter your usual round-trip (vs. one-way) commute mileage or cost.
3. Skip step 5; don't check the **round-trip** box.



Entering En Route Local Mileage (continued)

Example: You live 20 miles from work (40 miles round trip). Today, you drove your car 22 miles to one alternate work location, then 18 miles to a second alternate work location, and finally 15 miles back to your home.

22 miles + 18 miles + 15 miles = 55 miles (total miles driven for the day)

55 miles – 40 miles (normal round-trip commute miles) = 15 miles

15 miles x \$0.535/mile (mileage rate) = \$8.03

DTS local voucher entry by Tim, who normally pays \$5.00/day (Figure 1, Indicator 1) to commute to or from work. On this day, Tim drove his own car 20 miles (Figure 1, Indicator 2) from home to an alternate duty location. At the end of the day, he returned home from that location (same mileage). Notice that Tim entered one-way information, but checked the round trip box (Figure 1, Indicator 3) to create a matching mileage allowance for his return trip.

Figure 1: Entering Local Mileage in DTS

Entering In-and-Around Mileage

If you accrue official mileage that is not to, from, or between your home or PDS and one or more alternate duty locations, you must claim it as in-and-around



mileage using either private auto or motorcycle. Always enter in-and-around mileage and en route mileage as separate allowances – don't combine them.

To calculate an in-and-around miles use **Private Auto - Local Area** or **Private Motorcycle - Local Area** mileage allowance:

1. Use the vehicle's odometer to determine your official one-way mileage.
2. From the **Progress Bar**, select **Expenses** module. The **Enter Travel Expenses** window opens. Under **Other Expenses**, select **Add Expenses**.
3. The **Expense Type** window opens displaying the Expense Categories, select **Mileage Expenses**, and then select **Private Auto - Local Area** option (Figure 2).
4. Enter the **Expense Date, Purpose, From and To Locations**, and the total number of in-and-around **Miles** (driven for this travel), and **Method of Reimbursement**.
5. Select **Add Expense**.

Figure 2 displays Jamie's local voucher mileage entry. The example shows her **22-mile** round trip (Figure 2, Indicator 1) to get to the Pentagon and back again. Jamie determined the mileage using the vehicle's odometer.



Entering In-
and-Around
Mileage
(continued)

Add New Expense

Expense Type *
Private Auto - Local Area

Expense Date *
04/23/2019

Purpose *
Meeting

From *
Arlington, VA

To *
Pentagon, VA

Miles *
22 X \$0.58 = \$ 12.76

Method of Reimbursement *
Personal

Cancel + Add Expense

Figure 2: Entering Mileage Private Auto - Local Area

6. The mileage details display under **Other Expenses** (Figure 3).

Other Expenses Sort by Date (Oldest) Import from GTCC + Add Expense

| | | | |
|---------------------------|----------|------------|------------------|
| Private Auto - Local Area | \$ 12.76 | 04/23/2019 | Receipt Optional |
|---------------------------|----------|------------|------------------|

Figure 3: Mileage Details – Other Expenses Screen

References

For additional information about how to calculate local mileage, refer to the [JTR](#).

For more information on local vouchers, refer to the [Create a Local Voucher](#) trifold or [DTS Guide 4: Local Vouchers](#).