DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUPPORT ACTIVITY FORT DIX
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

IMDI-ZA

JUL 16 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity Policy Memorandum #11 - Travel for the Local Commuting Area

1. This policy memorandum supersedes Installation Command Policy Memorandum #11 - Travel for the Local Commuting Area dated 8 March 2010.

2. APPLICABILITY:

a. References 3a, b, and c provides entitlement guidance on reimbursement to Soldiers and civilian employees assigned and or attached to Army Support Activity (USASA) - Dix, incurring travel expenses in the conduct of official business (including training) in and around their duty station. For the purpose of determining proper reimbursement of local travel related expenses, the local commuting area for USASA - Dix is defined as follows: New Jersey counties of Burlington north of Route 542 and west of Garden State Parkway), Camden (north of Atlantic City Parkway and north of Route 42), Mercer (south of 195, south of I-295 and south of I-195), Monmouth (south of I-195 and west of Garden State Parkway), Ocean (south of I-195 and west of Garden State Parkway), and all cities within those areas; Pennsylvania county of Buck (cities east of I-95) and north of I-276).

b. Using the preceding localities to define the local commuting area for USASA - Dix meets the intent of reference 3c and satisfies the criteria of an established local commuting area without drawing an arbitrary circle.

3. REFERENCES:

a. Joint Federal Travel Regulations (Volume 1 for Uniformed Service Personnel).

b. Joint Travel Regulations (Volume 2 for DoD Civilian Personnel).

c. Defense Finance and Accounting Services (DFAS) Regulation 37-1.

d. Message HQDA, Subject: Personnel Policy Guidance (PPG) for Operations Noble Eagle and Enduring Freedom.

4. Per reference 3c, the local Commander defines the local commuting area within which the commuting public travels during normal business hours. The purpose of this memorandum sets forth the boundaries of the local commuting area for all USASA - Dix personnel.

5. SPECIFIC INSTRUCTIONS:

a. Official travel within the defined local commuting area need not be authorized by issuance of travel orders; simple verbal authorization by appropriate travel order approving authority as designated within each activity is sufficient. The two exceptions to this rule requiring of official orders are as follows:

(1) Entitlement to per diem is not allowed for temporary duty (TDY) performed within the specified local commuting area unless the nature of the official business requires the traveler to remain overnight at the TDY site and is not simply for the convenience of the traveler. In this case, official travel orders must be prepared and contain a statement such as: "The nature of the TDY mission requires overnight stay at the TDY site; therefore per diem is authorized even though the site is within the local commuting area."

(2) If the duration of TDY exceeds 12 hours for Soldiers or civilians employees, then per diem may be authorized via preparation of an official travel order.

b. Requests for reimbursement of travel expenses incurred pursuant to the conduct of official business in the local commuting area will be submitted through supervisory channels to the applicable DFAS Office on a DD Form 1351-2, if TDY orders were issued or on a SF Form 1164, if no orders were issued.

c. This policy memorandum does not apply to or define commuting area for Reduction in Force (RIF) actions.

JEFFREY A. DOLL
COL, LG
Commanding

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