

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 301—Travel Allowances

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### SUBPART D—PRIVATELY OWNED VEHICLE (POV)

- § 301-10.300**      **When may I use a POV to perform official travel?**      You may always use a POV to perform official travel, including local travel, however, FAA will limit its payment for your travel expenses if you are not authorized to use a POV as provided in §§ 301-10.311 through 301-10.313 of this part.
- § 301-10.301**      **How will I be reimbursed when I use a POV to perform official travel?**      As follows:

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<b>If you use...</b>	<b>You are reimbursed on...</b>
A privately-owned airplane, automobile, or motorcycle,	A mileage rate basis unless reimbursement on an actual expense basis is specifically authorized by law.
Any other privately-owned vehicle,	An actual expense basis.

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- § 301-10.302**      **How do I compute my mileage reimbursement?**      You compute mileage reimbursement by multiplying the distance traveled, determined under § 301-10.303 of this part by the applicable mileage rate prescribed in § 301-10.304 of this part.
- § 301-10.303**      **How do I determine distance measurements for my travel**      As follows:

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<b>If you travel by...</b>	<b>The distance between your origin and destination is...</b>
Privately-owned automobile or privately owned motorcycle,	As shown in standard highway mileage guides, or the actual miles driven as determined from odometer readings.
Privately-owned airplane,	As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the airplane to determine distance.

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- § 301-10.304**      **What are the mileage reimbursement rates when use of a POV is advantageous to the Government?**      As follows:

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For use of a...	The mileage reimbursement rate is...
Privately-owned airplane,	88 cents per mile.
Privately-owned automobile,	32.5 cents per mile.
Privately-owned motorcycle,	26 cents per mile.

- § 301-10.305**      **What expenses are allowable in addition to the mileage allowance?**      Expenses allowable in addition to the mileage allowance are: parking fees; ferry fees; bridge, road, and tunnel fees; and airplane parking, landing, and tiedown fees.
- § 301-10.306**      **How is reimbursement handled if another employee(s) travels in a POV with me?**      If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.
- § 301-10.307**      **What expenses are payable under the actual expense reimbursement method?**      Following is a chart listing the reimbursable and non-reimbursable expenses:

REIMBURSABLE ACTUAL EXPENSES	NONREIMBURSABLE ACTUAL EXPENSES
Gasoline, oil, feed of horses, garage or hangar rent and stabling of horses while officially detained en route, and bridge, ferry and other tolls.	Charges for towing, repairs or replacements, grease, antifreeze, depreciation and similar speculative expenses.

- § 301-10.308**      **Must I pay State gasoline taxes?**      Some states provide the Federal Government an exemption from payment of gasoline taxes. In such states, you must claim the exemption using the standard Federal form.
- § 301-10.309**      **Will FAA pay me the cost of a round-trip travel by privately owned automobile to perform transportation between your residence and a common carrier terminal as provided in § 301-10.23 of this part?**      Yes, FAA will pay the cost of the entire round trip between your residence and a common carrier terminal, even though you will only occupy the POV on one leg of the round trip by POV.