

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

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:

If you use...	You are reimbursed on...
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.

§ 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:

If you travel by...	The distance between your origin and destination is...
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.

§ 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,	96.5 cents per mile.
Privately-owned automobile,	34.5 cents per mile.
Privately-owned motorcycle,	27.5 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.

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- § 301-10.310** Will FAA pay me the cost of a round-trip travel by privately owned automobile to perform transportation between your residence and your office on days of travel as provided in § 301-10.24 of this part?
- No, except FAA will pay the transportation cost for a round trip between your residence and office even though you will only occupy the POV on one leg of the round trip by POV, when:
- (a) You are authorized transportation from your residence to your office on the day you begin travel as provided in § 301-10.24(c); or
 - (b) You are authorized transportation from your office to your residence on the day you return from travel as provided in § 301-10.24(c).
- § 301-10.311** What will I be reimbursed if I park my privately-owned automobile at a common carrier terminal while I am away from my official station?
- Payment of the fee is allowable to the extent the fee plus the mileage reimbursement for transportation to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal.
- § 301-10.312** What will I be reimbursed if I am authorized to use common carrier transportation and I use a privately-owned automobile instead?
- You will be reimbursed on the basis of the actual travel performed including subsistence, not to exceed the total constructive cost of the authorized method of common carrier transportation including subsistence. You must determine the constructive cost of transportation and subsistence by common carrier under the following rules:
- (a) Mode of travel to be used for comparison.
 - (1) Airplane. When FAA authorizes air travel, your mileage payment may not exceed the constructive cost of coach-class accommodations on a commercial air carrier. You must use contract passenger transportation service as your basis of comparison if it is provided between the points involved; otherwise use the lowest unrestricted coach-class fare. You should consider coach-class accommodations as being provided by a carrier if they are scheduled on flights between the points involved; whether they would have been available at the time of your travel is irrelevant.
 - (2) Train. When FAA authorizes train travel, your mileage payment may not exceed the constructive cost of coach-class train accommodations for the travel performed unless FAA has authorized extra-fare train service as advantageous to the Government.
 - (3) Bus. When FAA authorizes inter-city bus travel, your mileage payment may not exceed the constructive cost of bus transportation.

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- (b) Transportation costs to be considered in addition to fares. Include the following in your constructive common carrier cost:
 - (1) Costs to and from common carrier terminals; and
 - (2) The cost of excess baggage when it would have been allowed by your authorized mode (you must provide acceptable evidence of its weight).
- (c) Subsistence allowance. The constructive subsistence allowance is the amount which would have been allowable had you used the authorized method of transportation.
- (d) Use of actual and reasonable schedules. In constructing your cost, use reasonable departure/arrival schedules and avoid those that would cause undue inconvenience, adversely affect your safety, or unduly increase your constructive subsistence cost.

§ 301-10.313 **What will I be reimbursed if I am authorized to use a Government automobile and I use a privately-owned automobile instead?**

- (a) Reimbursement based on Government costs. Except as provided in paragraph (b) of this section, your reimbursement will be limited to the cost that would be incurred for use of a Government automobile which in the continental United States is 28.5 cents per mile. If FAA determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement at the higher rate not to exceed the advantageous use of rate provided in § 301-10.304 for a privately owned automobile. In addition, you may be reimbursed other allowable expenses as provided in § 301-10.305.
- (b) Partial reimbursement when you are committed to use a Government automobile and it is available. When you are committed to use a Government automobile or would not ordinarily be authorized to use a privately owned automobile due to the availability of a Government automobile, but nevertheless request to use a privately owned automobile, you may be reimbursed 10.5 cents per mile. This is the approximate cost of operating a Government automobile, fixed costs excluded.

SUBPART E—SPECIAL CONVEYANCES

§ 301-10.400 **What types of special conveyances may FAA authorize me to use?**

FAA may authorize or approve use of:

- (a) Taxicabs as specified in §§ 301-10.420 through 301-10.422 of this subpart;
- (b) Commercial rental automobiles as specified in §§ 301-10.450 through 301-10.455 of this subpart; or
- (c) Any other special conveyance when its use is determined to be advantageous to the Government.