



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO CA 92140-5001

DepO 7200.2A  
7  
07 JUN 1999

DEPOT ORDER 7200.2A

From: Commanding General  
To: Distribution List

Subj: LOCAL TRAVEL

Ref: (a) Joint Federal Travel Regulations, Volume 1 (NOTAL)  
(b) Joint Travel Regulations, Volume 2 (NOTAL)  
(c) PDTATAC Memorandum of 14 Dec 88

Encl: (1) Boundaries Established Local Commuting Area  
(2) Sample Local Mileage Computation Worksheet  
(3) Sample Form SF 1164  
(4) Instructions for completion of SF 1164

1. Purpose. To establish policies and procedures for local travel when conducting official business. Enclosure (1) describes the area designated as the local commuting area for the Marine Corps Recruit Depot, San Diego.

2. Cancellation. DepO 7200.2.

3. Background. Members of this command, both military and civilian, may have to travel to adjacent cities and installations on official business. References (a) and (b) require the commander directing and authorizing travel to establish the local commuting area. The commuting area describes the boundaries within which reimbursement for local transportation expenses may be authorized.

a. Reimbursement of travel expenses while performing temporary duty is intended to defray additional costs incurred by the traveler. It is not intended to be a supplement to income, an incentive, or a reward. Implementation of this Order will properly align the reimbursement of expenses a member of this command incurs while pursuing the daily responsibilities assigned. Reimbursement is limited to privately owned conveyance (POC) travel and toll charges, if toll passes were unavailable from Depot Motor Transport. No other reimbursement will be authorized (meals, phone charges, etc.)

07 JUN 1999

b. Use of a POC. When a POC is used for traveling between a member's residence or the Permanent Duty Station (PDS) and one or more alternate work sites within the local area, the member will be paid mileage for the distance that exceeds the member's commuting distance. Enclosure (2) provides examples of local mileage computation.

4. Implementation. Individual travel orders are not required and are not to be used for travel "in and around" the designated local commuting area, except as provided in subparagraph 4c below. Reimbursement for directed travel will require an approved Standard Form (SF) 1164. Enclosure (3) provides a sample SF 1164 and enclosure (4) provides specific instructions in its control and completion. The form is utilized for after the fact approval of local commuting expenses; as such, several control measures must be established, as outlined below:

a. Approving Official. Control will reside with the approving official, who is required to sign approval in block 8 of the SF 1164. The approving official(s) must be designated in writing by the Chief of Staff, Commanding Officers, H&S BN, RTR, WFTBN, AC/S, G-1, G-2/3, G-4, Comptroller, Marine Corps Community Services, QMD, Recruiting, Religious Ministries, SJA, and Director, CISD. Reimbursements for local travel, except as provided in the subparagraph 4c below will be funded from cost centers managed by the AC/S, Comptroller. Approval of a claim for reimbursement will indicate:

(1) The travel being claimed was in fact directed by an approving official.

(2) That travel was performed by POC, operated by the traveler and government transportation was either not available or not economically feasible. All claims must contain a certificate of transportation non-availability from the Motor Transport Divison. The certificate of non-availability must be obtained prior to travel being conducted.

(3) That the traveler was not a passenger in a vehicle operated by another person filing for reimbursement. Contributing to operating expenses such as sharing the costs is not justification for reimbursement.

b. Certifying Officer. The AC/S, Comptroller will designate an official, in writing, who is required to sign approval in block 9 of the SF 1164 to certify claims as proper for payment. The

07 JUN 1999

certifying official will also be responsible for identification of the funding to support the reimbursement.

c. Local Travel not covered under "in and around" the designated local commuting area.

(1) Local travel with Recruits. Marines and Sailors from the Recruit Training Regiment required to travel to Camp Pendleton with their recruit companies, series, or platoons will be issued orders by the Commanding Officer, Recruit Training Regiment. The following guidelines apply:

(a) Government vehicles will be provided for transportation to and from Camp Pendleton on a daily basis. The orders will direct use of government transportation.

(b) Transportation via POC is permitted. However, if a traveler elects to travel via POC, reimbursement for travel expenditures is not authorized.

(c) Orders for travelers will state that reimbursement for lodging expenses or per diem is only authorized on duty days. Reference (c) applies.

(d) Reimbursements for these orders will be funded from the cost center managed by the Commanding Officer, Recruit Training Regiment.

(2) Local travel in excess of 12 hours. If the period of time for local travel is greater than 12 hours and/or will involve overnight stays, a request for TAD orders must be submitted in accordance with Depot Order 1320.16.

5. Action

a. Chief of Staff, Commanding Officers, H&S BN, RTR, WFTBN, AC/S, G-1, G-2/3, G-4, Comptroller, Marine Corps Community Services, OMD, Recruiting, Religious Ministries, SJA, and Director, CISD.

(1) For "in and around" mileage, appoint an officer or officers in writing to approve SF 1164's. Provide copies of these written authorizations to the Commanding General (AC/S, Comptroller). Claims will not be processed if the approving official signature is not on record with the AC/S, Comptroller.

07 JUN 1999

(2) Coordinate with the Motor Transport Division for use of government vehicle.

(3) Ensure that for groups of five or more, Government Transportation is used.

(4) Ensure that "in and around" mileage will not involve overnight stays and must be for the period of less than twelve hours. If the period of time is greater than twelve hours and/or will involve overnight stays, a request for TAD orders must be submitted in accordance with Depot Order 1320.16.

b. Assistant Chief of Staff, Comptroller.

(1) Designate, in writing, an official to certify Standard Form 1164's for payment. Provide the Finance Officer a copy of the designating letter.

(2) Coordinate with cost center administrators the establishment of job order number structure/control.

c. Approving Official. Review and sign block 8 of the SF 1164. Ensure that the claim is supported by a non-availability statement from the Motor Transport Division. Forward the SF 1164 to the AC/S, Comptroller (Attn: Managerial Accounting) for processing.

  
JOHN B. SOLLIS  
Chief of Staff

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07 JUN 1999

SAMPLE LOCAL MILEAGE COMPUTATION WORKSHEET

## EXAMPLE 1

Member's one way commuting distance to MCRD, San Diego is 7 miles. Member drives from residence to alternate work site, a distance of 18 miles. Upon completion of work member returns to residence, a distance of 18 miles.

In this case, the member is entitled to be reimbursed for the distance that exceeds his/her normal round trip commuting distance (14 miles). The member is reimbursed for 22 miles (18 + 18 - 14 = 22).

## EXAMPLE 2

Member's one way commuting distance to MCRD, San Diego is 15 miles. Member drives from residence to an alternate work site, a distance of 5 miles, upon completion of work member returns to residence, a distance of 5 miles.

In this case, the member is not entitled to be reimbursed for the performed (10 miles), since the distance traveled is less than his/her commuting distance (30 miles) to his/her regular place of work.

## EXAMPLE 3

Member's one way commuting distance to MCRD, San Diego is 15 miles. Member drives to MCRD, San Diego (15 miles). Member is required to travel to alternate work site, a distance of 30 miles, upon completion of work at the alternate site, member returns to residence, a distance of 15 miles.

In this case, the member is entitled to be reimbursed for the distance that exceeds his/her normal round trip commuting distance (30 miles). The member is reimbursed for 30 miles. Member is not reimbursed for trip home from alternate work site because it is within his/her normal commuting distance.

ENCLOSURE (2)

07 JUN 1999

EXAMPLE 4

Member's one way commuting distance to MCRD, San Diego is 12 miles. In the morning the member drives to an alternate work site (45 miles). In the afternoon the member returns to MCRD, San Diego (57 miles). After completion of work member returns to residence, a distance of 12 miles.

In this case, the member is entitled to be reimbursed for the distance that exceeds his/her normal round trip commuting distance (24 miles). The member is reimbursed for 90 miles.  $(45 + 57 + 12 - 24 = 90)$

EXAMPLE 5

Member's one way commuting distance to MCRD, San Diego is 35 miles. Member drives to MCRD, San Diego (35 miles). Later the member drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Member then drives to residence (10 miles).

In this case, the member is entitled to be reimbursed for the distance that exceeds his/her normal commuting distance (70 miles). The member is reimbursed for 50 miles  $(35 + 50 + 25 + 10 - 70 = 50)$ .

EXAMPLE 6

Member's one way commuting to MCRD, San Diego is 20 miles. Member drives to MCRD, San Diego (20 miles). Later, the member drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Member then drives to residence (2 miles).

In this case, the member is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than his/her commuting distance (40 miles) to his/her regular place of work.

ENCLOSURE (2)



07 JUN 1999

INSTRUCTIONS FOR COMPLETION OF SF 1164

SF 1164, Claim for Reimbursement for Expenditures on Official Business, is the document to be submitted to obtain reimbursement of travel expenses in and around the local commuting area. Control measures are identified in the basic order and will only be referenced herein.

- BLOCK 1 Unit Fill in the unit of the submitting individual.  
Example: HQCo, H&S Bn, MCRD.
- BLOCK 2, 3 Leave Blank
- BLOCK 4a,4b,4d Self-explanatory
- 4c Identify your full mailing address. Payment will be made by EFT for military members if they are on EFT. Payment will be returned to your mailing address if you are not on EFT or you are a civilian.
- BLOCK 6 Basically self-explanatory. List only one trip per line. Use reverse side or additional sheets, if necessary. At top of form, complete the following statement, "One-way commuting distance from home to MCRD is \_\_\_\_\_."
- 6c,6d List specific buildings, camp locations, complete home addresses, etc. from where local travel started or was completed(example, Building 439, San Onofre, Camp Pendleton, or 1234 Main Street, San Diego, CA 92140).
- 6e State the miles from your vehicle odometer. Finance will have a table of often traveled trips (e.g. Edson Range to RTR), and will use these for comparisons. Unreasonable or unusual mileage amounts will either be rejected or forwarded for investigation if fraud is suspected.
- 6f Multiply mileage by the current mileage rate.

ENCLOSURE (4)

07 JUN 1999

- 6g Use to identify bridge tolls or parking tolls.
- 6h,6i Not used in relation to this order.
- BLOCK 7 Total columns of block 6.
- BLOCK 8 Approving Official, as identified in paragraph 4a of the basic order, signs and dates here.
- BLOCK 9 Certifying Officer, as identified in paragraph 4b of the basic order, signs and dates here.
- BLOCK 10 Submitting individual sign and date claim form. Payment will be made by EFT or check to the address stated in block 4c as appropriate.