

C4458 TRAVEL FROM RESIDENCE TO TDY POINT AND RETURN TO RESIDENCE

Temporary duty travel by POC may be authorized/approved from home or domicile to a place of temporary assignment and return without requiring the employee to report first to his headquarters or regular place of duty. In authorizing such travel, the travel-directing official considers the interests of the Government with regard to mission requirements, relative expense, and practicability.

ARDEC Travel Office

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C4657 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal.

When a POC is driven round trip to drop-off or pick-up an employee at a transportation terminal, the employee responsible for paying POC operating expenses shall be paid mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and tunnel tolls, and parking fees for the most direct route.

B. Expenses Incurred for Two One-Way Trips to and from a Transportation Terminal.

When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, an employee responsible for paying POC operating expenses shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and/or tunnel tolls for the most direct route. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs From PDS on TDY.

When a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the employee returns, the employee who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. Two or More Employees Travel in Same POC.

When an employee transports other travelers to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one traveler may be paid mileage for the same trip. An employee who pays a parking fee at the terminal may be reimbursed. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

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