



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 7220.1C
C 064D
4 May 07

MARINE CORPS BASE ORDER 7220.1C

From: Commander

To: Distribution List

Subj: MARINE CORPS BASE, QUANTICO LOCAL TRAVEL AREA

Ref: (a) Joint Federal Travel Regulations, Volume I

(b) Joint Travel Regulations, Volume II

1. Purpose. This order issues guidance for travel and reimbursement of related expenses in connection with official business within the limits and the local commuting area of Marine Corps Base (MCB), Quantico.

2. Cancellation. MCBO 7220.1B.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety. Specifically, a revision of the area considered to be the local commuting area for MCB Quantico. Additionally, this revision also directs the traveler to utilize the Defense Travel System (DTS) for the creation of a local travel voucher for reimbursement. The use of a DD Form 1164, Service Order for Personal Property, will be the exception and not the rule.

4. Information

a. Reimbursement Limits. The provisions of reference (a), paragraphs U3500, U3505, and U3535, and reference (b), paragraphs C2400, C2401, C2403, limit reimbursement for travel performed within and around the local commuting area of a permanent duty station (PDS).

b. Local Commuting Areas. The MCB Quantico local commuting area includes the following:

(1) Counties and Independent Cities in Virginia: Albemarle, Arlington, Caroline, Chesterfield, Culpeper, Fairfax, Fauquier, Greene, Hanover, Henrico, King George, Loudoun, Louisa, Madison, Orange, Prince William, Spotsylvania and Stafford Counties, and the cities of Alexandria, Fairfax, Fredericksburg, Manassas, Manassas Park, and Richmond.

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(2) Counties in Maryland: Anne Arundel, Calvert, Charles, Frederick, Howard, Montgomery, Prince George's and Saint Mary's.

(3) District of Columbia.

(4) All cities now and hereafter existing in Virginia or Maryland within the geographic area bounded by the outer boundaries of the combined areas of the aforementioned counties.

c. Prior Approval. Verbal authorization will be sufficient for local travel. The traveler must create a local travel voucher in DTS upon the completion of travel.

d. Approving Officials (AO)/Reviewing Officials (RO)

(1) Commanders must designate in writing via DD Form 577, Appointment/Termination Record - Authorized Signature, the DTS AO. The AO is responsible for completing the "Certifying Officer Legislation (COL) Course." After completion of the training, the AO is responsible for submitting the original DD Form 577 and a copy of the COL Certificate to the DTS Helpdesk located in the Finance Office at Little Hall, Building 2034.

(2) When it is determined to be advantageous to the government, AOs may authorize and approve reimbursement for travel expenses necessarily incurred by members conducting official business in the local area. Per diem can be authorized within the local area when TAD is performed outside of the corporate limits of the base. For per diem to be paid the orders must specifically state that an overnight stay is required due to mission requirements.

e. Privately Owned Conveyances (POC). When a POC is used between a member/employee's residence or PDS and one or more alternate duty/work sites within the local commuting area, the traveler shall be paid mileage for the distance that exceeds the commuting distance per paragraph U3500 of reference (a) and paragraph C2400 of reference (b). Examples:

(1) Member normally commutes from Stafford to Quantico (28 miles round trip). Today the member must travel from Stafford to Headquarters, Marine Corps, Washington D.C. (88 miles round trip). The member may be authorized for 60 miles of travel (alternate duty site distance minus normal commuting distance).

(2) Member's normal commute is 30 miles round trip to the PDS. Member traveled a 10 mile round trip to alternate site. In

This case, the member is not entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

(3) Member's daily commute is from Woodbridge to Quantico (26 miles round trip). In one month the member accumulates 30 additional miles of on-base driving because of required duties. In this case, member may be authorized mileage for travel performed (30 miles in 1 month), since mileage was required as a part of daily duties and was in addition to normal commute.

f. Defense Travel System Travel Voucher

(1) A DTS local travel voucher will be created for reimbursement of official travel expenses in the local commuting area when overnight lodging is not required. The local travel voucher expenses include commercial transportation, mileage and other allowances for use of POCs, and conferences/tuition fees. When overnight lodging is required, a regular DTS authorization should be created vice a DTS local travel voucher.

(2) Mileage allowance can only be paid to the owner/operator paying the costs of operating the private vehicle. Passengers in a vehicle are not authorized mileage reimbursement.

(3) Travelers must provide a trip-by-trip accounting of all travel performed on official business. When like trips between the same points are made on a repeated basis, one entry on the claim will suffice, provided that it reflects the distance between these points and the dates on which the trips occurred.

5. Action. Commanders will ensure that travelers submit travel vouchers NLT 30 days from the conclusion of travel. This action is necessary to maintain an accurate account of the commander's budget. Fund administrators will ensure that all claims are settled by 30 September of the fiscal year in which travel expenses were incurred.



R. J. ABLITT
Chief of Staff

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