UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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MCINCR-MCBQO 7220.1D
B 016
FEB 0 5 2020

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION- MARINE CORPS BASE QUANTICO ORDER 7220.1D

From: Commander
To: Distribution List

Subj: MARINE CORPS BASE, QUANTICO LOCAL TRAVEL AREA

Ref: (a) Joint Travel Regulations (JTR)
(b) DOD Instruction 4515.14
(c) Marine Corps Order 4650.39A

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 Installations, National Capital Region-Marine Corps Base Quantico.

2. Cancellation. MCBO 7220.1C.

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 an OF 1164, Service Order for Personal Property, will be the exception and not the rule.

4. Information

a. Reimbursement Limits. The provisions of reference (a), chapter 2 limit reimbursement for travel performed within and around the local commuting area of a permanent duty station (PDS).

b. Local Commuting Areas. Per references (a), (b), and (c), the Marine Installations National Capital Region, Marine Corps Base Quantico (MCINCR-MCBQ) local commuting area includes the following:

(1) Counties in Virginia: Arlington, Caroline, Culpeper, Fairfax, Fauquier, Greene, Hanover, Henrico, King George, Loudoun,

Louisa, Madison, Orange, Prince William, Spotsylvania and Stafford Counties.

(2) Counties in Maryland: Charles, Montgomery, Prince George's.

(3) District of Columbia.

(4) All cities and Independents 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 from section OICs 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) Per reference (b), 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 their unit ODTA for retention and forwarding to installation LDTA for assignment of permissions. (Note: Only an AO can direct travel. This entire paragraph is expressed in reference B. It may be more appropriate to refer to reference b vice spelling this out.

(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 chapter 2 of reference (a).

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).

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.

(2) 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. When overnight lodging is required, a DTS authorization is required 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.

g. Servicing Airports. The servicing airports for MCB Quantico are IAD and DCA. RIC may be used when the constructed travel cost

is equal to or less than IAD and DCA. This must be validated by the unit AO using a Constructed Travel Worksheet containing screenshots of airfare from DTS.

5. Action. Per reference (c), Commanders will ensure that travelers submit travel vouchers NLT 5 business 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 within 30 days of the end of the fiscal year in which travel expenses were incurred.

D. R. WRIGHT
Chief of Staff

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