



## How to Calculate Local POV Mileage Allowances

### Introduction

Under the [Joint Travel Regulations \(JTR\)](#) Chapter 2, par. 020603, you\* calculate POV mileage allowance for official travel in the local area differently than mileage to and from a TDY location. The main differences are:

1. Your POV's odometer determines your official local mileage instead of the Defense Table of Official Distances (DTOD).
2. You must reduce your mileage allowance by your usual commute mileage or cost.

The two types of mileage applicable to local travel are:

- En route mileage - official mileage to, from, and between your home or Permanent Duty Station (PDS), and one or more alternate duty locations.
- In-and-around local mileage - any other official mileage.

**Local mileage examples:** Your work assignment is at a local facility that is not your PDS to support a project. The miles you drive to get to and from that facility are en route miles. During the workday, you must drive to pick up supplies for the project. The miles you drive on this task are in-and-around miles.

This information paper explains the proper way to calculate your allowance for both types of local mileage in DTS. **Note:** The examples in this paper use the POV auto mileage rate as of 01/01/22. Any rate changes after this publishing are not reflected in this document.

If you drive a motorcycle or if a government vehicle is available for your use, then a different mileage rate applies. See the DTMO website, for more on [POV Mileage Rates](#) and the [JTR – Computation Examples](#) on Local Travel.

\*In this information paper, unless stated otherwise, “you” are a traveler; however, the actions described also apply to anyone who creates documents for you, such as a Non-DTS Entry Agent or travel clerk.

### Entering En Route Local Mileage

From the **DTS Dashboard**, select **Create New Document** and then select **Create Local Voucher**. From the **Progress Bar**, select **Expenses** module. The **Enter Expenses** window opens. Select **Add**.

If you drove your POV from your home or PDS directly to, from, or between alternate duty locations in your local area:

1. Use the vehicle's odometer to determine your official one-way mileage.
2. Under the **Add New** screen, display the four primary expenses categories or groupings of **International Travel Expenses, Mileage Expenses, Other Expenses, and Transportation Expenses** (Figure 1). **Note:** Also available under the **Add New** screen are the **Add Expense from GTCC** and **Documents** (to attach records) options.

**Entering En  
Route Local  
Mileage  
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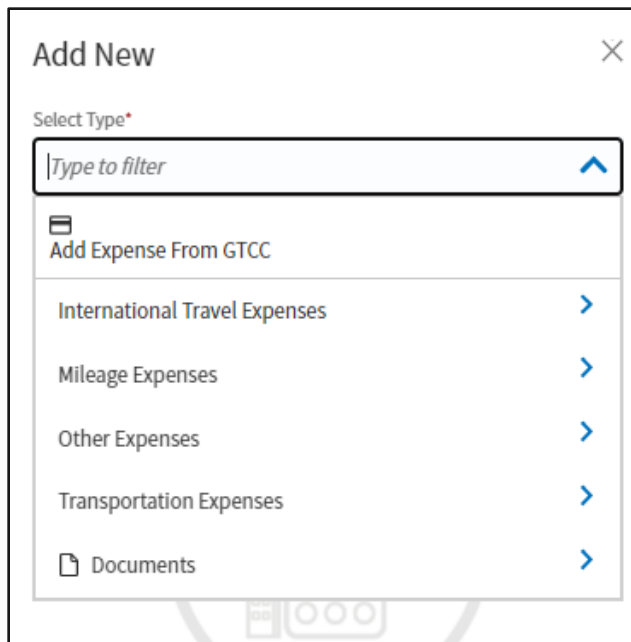


Figure 1: Add New Screen - Expense Categories

3. Select **Mileage Expenses**, then select a mileage type:
  - Use **Private Auto – Local Area** or **Private Motorcycle – Local Area** option if the Authorizing Official (AO) approved you to drive your automobile or motorcycle.
  - Use **Private Vehicle – GOV Auth & Avail** option if you chose to drive your POV even though the AO approved you to use a Government vehicle. **Note:** DTS sometimes uses “privately owned conveyance” (POC) where the JTR uses “POV”.
4. Enter the **Expense Date, Purpose, Start Location, End Location**, number of one-way **Miles** you drove on that leg of the trip, and the **Method of Reimbursement** (Figure 2).
5. If you indicate that you drove from your residence, then additional options appear (see examples below). Select whether you normally drive or incur a cost to commute, and the applicable mileage or cost.

**Entering En Route Local Mileage**  
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Figure 2: Add New (Mileage) Screen

6. Check **Create a separate expense for round trip** box to duplicate the calculated allowance for the return trip, creating the round-trip total.
7. Select **Add** to save the entry.

DTS calculates your mileage allowances as follows:

**If you normally drive to work:** DTS subtracts the number of one-way miles you usually commute before multiplying by the mileage rate.

**Example:** You normally drive 20 miles one-way to and from work. Today, you drove from home to an alternate work location 50 miles away. At the end of the day, you drove directly home.

**50 miles** (to alternate duty location) – **20 miles** (normal commute) = **30 miles**

**30 miles** x **\$0.585/mile** (mileage rate) = **\$17.55** (one-way mileage allowance)

**\$17.55** x **2** (to create a round-trip) = **\$35.10** (round-trip mileage allowance)

**Entering En Route Local Mileage**  
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**If you normally take public transportation to work:** DTS calculates your mileage allowance based on the total number of one-way miles driven and then subtracts the cost of your normal one-way commute.

**Example:** You normally pay \$5.00 one-way to take the subway to and from work. Today, you drove your car to an alternate work location 20 miles from your home. At the end of the day, you drove directly home again.

20 miles (to alternate duty location) x \$0.585/mile (mileage rate) = \$11.70

\$11.70 - \$5.00 (normal commuting cost) = \$6.70 (one-way mileage allowance)

\$6.70 x 2 (to create a round-trip) = \$13.40 (round-trip mileage allowance)

**Note:** For either of the above calculations, if the resulting mileage allowance is a negative number (e.g., you drove fewer miles to the alternate work site than you normally drive to your PDS), you will not receive a mileage allowance.

If your official duties took you to multiple locations on the same day, follow the same steps listed above, except:

1. In step 3, enter your total (vs. one-way) official mileage for the day.
2. In step 4, enter your usual round-trip (vs. one-way) commute mileage or cost.
3. Skip step 5; don't check the round-trip box.

**Example:** You live 20 miles from work (40 miles round trip). Today, you drove your car 22 miles to one alternate work location, then 18 miles to a second alternate work location, and finally 15 miles back to your home.

22 miles + 18 miles + 15 miles = 55 miles (total miles driven for the day)

55 miles – 40 miles (normal round-trip commute miles) = 15 miles

15 miles x \$0.585/mile (mileage rate) = \$8.78

**Entering In-and-Around Mileage**

If you accrue official mileage that is not to, from, or between your home or PDS and one or more alternate duty locations, you must claim it as in-and-around mileage using either private auto or motorcycle. Always enter in-and-around mileage and en route mileage as separate allowances – don't combine them.

To calculate an in-and-around miles use **Private Auto - Local Area or Private Motorcycle - Local Area** mileage allowance:

1. Use the vehicle's odometer to determine your official one-way mileage.

**Entering In-and-Around Mileage**  
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2. From the **Progress Bar**, select **Expenses** module. The **Enter Expenses** window opens. Select **Add**. The **Add New** screen opens.
3. Select **Mileage Expenses** and then select **Private Auto - Local Area** option.
4. Enter the **Expense Date**, **Purpose**, **Start** and **End** Locations, the total number of in-and-around **Miles** (driven for this travel), and **Method of Reimbursement**.
5. Select **Add** to save the entry.

Figure 3 displays Jamie’s local voucher mileage entry. The example shows her **20-mile** round trip (Figure 3) to get to the Pentagon and back again. Jamie determined the mileage using the vehicle’s odometer.

The screenshot shows a window titled "Add New" with a close button (X) in the top right corner. The form contains the following elements:

- Select Type\***: A dropdown menu with "Private Auto - Local Area" selected.
- Attach Receipt**: A button with a plus sign icon.
- Purpose\***: A dropdown menu with "Travel Planning Meeting" selected.
- Start Location\***: A dropdown menu with "Duty Station" selected.
- End Location\***: A dropdown menu with "Pentagon" selected.
- Mileage Calculation**: A text input field containing "20" followed by "mi X \$0.585 = \$ 11.70".
- Method of Reimbursement\***: A dropdown menu.
- Buttons**: "Cancel" and "Add" buttons at the bottom right.

Figure 3: Enter Mileage Private Auto - Local Area Screen

6. The mileage details display under the **Enter Expenses** screen (Figure 4).

**Entering In-and-Around Mileage**  
(continued)

The screenshot shows the 'Enter Expenses' interface. At the top, there is a 'Sort By' dropdown set to 'Date (Newest)', an 'Expand All' button, and an 'Add' button. Below this is a list of three expense entries:

- \$ Private Auto - Local Area (Details, 03/03/2022, N/A, \$17.55 EFT)
- \$ Private Auto - Local Area (Details, 03/03/2022, N/A, \$11.70 EFT) - This entry is highlighted with a red border.
- \$ Parking (Details, 03/03/2022, IBA, \$10.00)

Below the list is an 'Expense Summary' table:

Expense Summary		
Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$39.25	\$39.25

At the bottom right of the screen is a 'Continue >' button.

Figure 4: Mileage Details – Enter Expenses Screen

7. Add any remaining local voucher expenses.
8. Attach supporting documents, if required.
9. Add comments to the Authorizing Official (AO), if needed.
10. Justify any Pre-Audit flags and sign the document to route for AO approval.
11. Monitor your document for payment.

**Resources**

Refer to the [JTR](#), for more information on Travel in and around the PDS and POV mileage calculations.

For more information on DTS local vouchers, refer to the [Create a Local Voucher](#) trifold or [DTS Guide 4: Local Vouchers](#).