



Rural Development
Business Center

July 14, 2023

RD AN No. **4895** (2036-A)

Operations Office

To: All Rural Development Employees

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Subject: Privately Owned Vehicle Mileage Supporting Documentation
requirements for Temporary Duty Travel Reimbursement Claims

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) provides guidance on supporting documentation requirements when claiming privately owned vehicle (POV) mileage reimbursement for usage during Temporary Duty Travel (TDY).

COMPARISON WITH PREVIOUS AN:

There is no previous AN that has been issued on this subject.

BACKGROUND:

[Rural Development \(RD\) Instruction 2036-A](#), and the [Department Regulation 2300-005](#) Agriculture Travel Regulation (ATR), dated December 8, 2015, do not provide guidance for submitting POV mileage reimbursement supporting documentation. The Federal Travel Regulation (FTR) [§301-10.302](#) describes how to determine distance measurements for travel when requesting reimbursement.

IMPLEMENTATION RESPONSIBILITIES:

Travelers must provide supporting mileage documentation for all POV mileage reimbursement requests. An example of supporting documentation includes screenshots or pictures of point-to-point mileage information from free online web mapping services, such as MapQuest, Google Maps, etc. Screen shots or pictures of vehicle odometers can also be submitted for documentation of actual mileage driven.

EXPIRATION DATE:
July 31, 2024

FILING INSTRUCTIONS:
Preceding RD Instruction 2036-A

Privately Owned Vehicle Mileage Supporting Documentation requirements for Temporary Duty Travel Reimbursement Claims

When reviewing travel vouchers in the ConcurGov Travel Management System, approval officials must ensure all required supporting documentation is uploaded and associated mileage expenses claimed are accurate and complete.

POV mileage supporting documentation requirements outlined in this AN ensure travelers are properly reimbursed for all POV mileage costs associated with their authorized travel. This requirement will also enhance compliance with the FTR by decreasing the potential for fraudulent mileage claims. The standard GSA mileage rate is based on an annual study of the fixed and variable costs of operating an automobile and typically covers cost related to the operation of a POV (i.e., charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage, and similar speculative expenses, fuel, insurance, state and Federal taxes.)

If you have any questions regarding this AN, please contact the Travel and Transportation Team via the [Travel Assistance Request - PowerApps](#) .