



# Travel & Mileage Questions



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# Travel & Mileage



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# Definitions



- **Travel Time:** time spent by an employee moving from one location to another during which no productive work is performed and excluding the normal mealtime if it occurs during the period of travel.
- **Local Commuting Area:** the suburban area immediately surrounding the employee's official duty station and within a radius of 50 miles. (the "50 mile rule")
- **50 Mile Radius:** the distance by land (road) from the home office to a destinating office that will be considered local commuting. The "start point" is your home office and not your home.



# Paid Time For Travel



You are paid travel time if:

1. You go **immediately** from one installation to another installation.
2. You have a break in service of less than 1 hour, then travel between your home office and the destinating office.
3. You have completed your duty assignment for the day, AND the Service calls you to go to another office other than your own.
4. You travel on business during your normal working hours to a location outside of the local commuting area.



## Not Paid Time For Travel



1. You are not paid travel time to commute from home to your home office and back.
2. You are not paid travel time to commute from a destinating office and back.
3. You are not paid travel time if you have a break in service of more than 1 hour (lunch time does not count in this one hour), then travel between your home office and the destinating office.
4. You are not paid travel time if you have completed your duty assignment for the day, AND the Service calls you to come back to your home office to work.



# Do I Get Paid for Travel?



1. These rules apply to all APWU crafts and craft members.
2. These rules apply to all FTRs, FTFs, PTFs, PTRs, and PSEs.

*Article 26.2.C – “All travel for job-related training will be considered compensable work hours.”*





## Reimbursed for Mileage



You are reimburse for mileage if:

1. You drive from one installation to another installation.
2. You drive from home to an installation other than your own that is further than your home office minus the distance it would have taken.

Example: I drive 12 miles to get to my home office. I drive 19 miles to get the office I am working at today. I can claim 7 miles for the use of my automobile. Likewise, I can claim 7 more miles on my trip home. A total of 14 miles for this day.



## Not Reimbursed for Mileage



You are not reimburse for mileage if:

1. You drive from your house to your home office.
2. You drive from home to an installation other than your own that is closer than your home office.

Example: I drive 12 miles to get to my home office. I drive 5 miles to get the office I am working at today. I cannot claim any miles for the use of my automobile.



# Do I Get Reimbursed



1. These rules apply to all APWU crafts and craft members.
2. These rules apply to all FTRs, FTFs, PTFs, PTRs, and PSEs.

*Article 26.2.B – “Employees will be paid mileage allowance for the use of privately owned automobiles for travel on official business when authorized by the Employer equal to the standard mileage rate for use of a privately owned automobile as authorized by the General Service Administration (GSA).”*



# What's the Difference!



1. Travel Time is compensation for the employee's time while traveling.
2. Mileage is compensation for the employee's property loss. i.e. Wear & tear on one's automobile, gasoline, etc.



# Rules for Travel



1. No craft employee represented by the APWU may be coerced into furnishing a vehicle or carrying passengers without the employee's consent. The use of a personal vehicle is the decision of the employee and it is not the intent of the parties to discourage such use of personal vehicles when transportation is needed from one postal facility to another or in the completion of the employee's assignment.
2. When an employee begins his/her work day at one postal unit and is provided transportation to another unit to complete his/her tour of duty, that employee will be provided transportation back to the unit where his/her tour began if transportation is needed. If the employee ends tour at the new location the return trip will not be on the clock but transportation will be provided promptly by management upon request.

*-Article 36 of the JCIM, Use of Privately Owned Vehicles*



## Sources



- CBA, Article 36
- JCIM, Article 36
- JCAM, “Travel”
- ELM 438
- F-15 Handbook
- LMOU Re: Part-Time Flexible Clerks Working in Other Installations