



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

June 29, 2009

IOWA INSTRUCTION 250-383 - PRIVATELY OWNED VEHICLE (POV) RATES

Part 383.0 PURPOSE

This Iowa Instruction provides the clarification in interpreting the POV reimbursement rates.

Part 383.1 SCOPE

These instructions will be followed by all NRCS employees.

Part 383.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 250-383 First Edition – June 2009)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 250-383 – PRIVATELY OWNED VEHICLE (POV) RATES

1. PURPOSE:

This Iowa Instruction provides guidance on the appropriate rate of reimbursement for Personally Owned Vehicle (POV) mileage when used for official business.

2. BACKGROUND:

See National Instruction/Title 250 - Financial Management Part 303 - Appropriate Usage of Privately Owned Vehicle (POV) Rates.

3. EXPLANATION:

Current Privately Owned Vehicle Reimbursement Rates	
Modes of Transportation	Rate per mile
Airplane	\$1.24
Automobile	
If no Government Owned Vehicle available	\$0.50
If Government Owned Vehicle available	\$0.285
If <u>committed</u> to use Government Owned Vehicle Alaska is the <u>only</u> state within NRCS that has mandatory commitment to vehicle use.	\$0.125
Motorcycle	\$0.52

The following scenarios are provided as examples:

(1) Scenario 1

An employee is approved to travel by the supervisor to use an available GOV. Available cars are part of the NRCS office fleet. The employee decides to drive his/her POV based on personal preference. What is the appropriate rate of reimbursement?

Response: In this case, the rate would be \$0.285 per mile because they are not committed to use the GOV. Certain positions can be committed to use GOVs and receive an annual written assignment to a vehicle; Alaska is the only state within NRCS that has mandatory commitment to vehicle use. All other NRCS vehicles are considered “fleet vehicles” and therefore, states may not use the committed category.

Reference: Federal Travel Regulations (FTR) 301-10.310a-b

(2) Scenario 2

An employee is approved to travel by the supervisor to use the government vehicle (GOV); however, the GOV is not available. What is the appropriate rate?

Response: The appropriate rate in this situation would be \$0.50 per mile because no GOV was available. Therefore, use of the POV was authorized and may be reimbursed at the full rate.

Reference: FTR 301-10.310

(3) Scenario 3

An employee is approved to travel by the supervisor to use common carrier (airplane); however, the employee decides to drive POV and no additional travel days or time is needed. What is the appropriate reimbursement rate?

Response: In this case, the rate is \$0.50 per mile not to exceed the cost of the common carrier transportation. Cost of common carrier should not exceed the government contract price.

Reference: FTR 301-10.309

Approved By:

Date:

/s/ Richard Sims
State Conservationist
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