

1 October 1999



Financial Management

**TRAVEL ENTITLEMENTS, CORPORATE
LIMITS, AND COMMUTING DISTANCE OF
WESTOVER ARB MA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 65-1, *Management of Financial Resources*. It establishes procedures and duties governing allowances payable to all reservists who perform active or inactive duty for training assigned or attached to Westover ARB. This instruction applies to all members assigned to Westover ARB.

SUMMARY OF REVISIONS

This revision changes the determination for the one way driving times to Westover ARB for the following Massachusetts cities and towns from the time determined by the Defense Table Of Official Distances (DTOD) to actual driving times (paragraph 2.1): Auburn, Boylston, Buckland, Cherry Valley, Colrain, Farley, Grafton, Great Barrington, Holden, Leicester, North Grafton, Northborough, Northbridge, Pittsfield, Shrewsbury, South Grafton, Sutton, West Boylston, West Millbury, Westboro, and Worcester. A (I) indicates revisions from the previous edition.

1. Corporate Limits. Westover Air Reserve Base has been determined to be within corporate limits of Chicopee (includes Aldenville, Chicopee, Chicopee Falls, Fairview and Willimansett), Ludlow, and Granby MA. A member of the reserve components traveling from any of the above localities are not entitled to per diem or transportation expenses.

2. Commuting Distance. Commuting distance from any area outside the corporate limits of this installation is determined as the greatest distance a member could be expected to travel daily between home of record and permanent duty station (PDS), and the nature of duty involved does not prevent an individual from so commuting. The installation commander has determined that cities and towns located within a one way driving time of 60 minutes or less are considered to be within the commuting area of Westover ARB.

2.1. In accordance with Joint Federal Travel Regulations (JFTR) Vol. I, Change 145 (effective 1 January 1999), the use of the DTOD became mandatory for computing official travel payments. The determination of whether or not a particular city or town lies within the commuting area will be made using DTOD as the official source for driving time and mileage determinations (utilizing the practical routing method). Although actual driving times may vary, the driving time calculated by DTOD will be used in the official determination of commuting status which is 60 minutes or less. As an exception to this policy, the driving times for the following Massachusetts cities and towns were based on the actual driving times from the appropriate base gate to the post office of the city/town concerned versus the DTOD driving time: Auburn, Boylston, Buckland, Cherry Valley, Colrain, Farley, Grafton, Great Barrington, Holden, Leicester, North Grafton, Northborough, Northbridge, Pittsfield, Shrewsbury, South Grafton, Sutton, West Boylston, West Millbury, Westboro, and Worcester. It has been determined that each of these cities and towns are outside of the commuting area as the one way driving time (actual) is greater than 60 minutes. These cities and towns have been deleted from Attachment 1, Commuting Areas - Massachusetts.

2.2. Exceptions to the commuting area will be based on emergencies, adverse weather conditions, or military necessity, and must be submitted in writing through unit orderly rooms for approval by the installation commander.

2.3. When the nature of duty involves remaining over night on the installation and government quarters or meals are not available, reservists who commute daily receive a statement from their commander prior to duty and are entitled to actual expense allowances as outlined in JFTR Vol. I, paragraph U7150 (Travel of Members of Reserve Components), and computed in accordance with paragraph U4510 (Reimbursement for Occasional Meals and Quarters).

3. Mileage. Members entitled to mileage will be reimbursed for privately owned conveyance mileage allowances for the first and last days of active duty tours at the rates prescribed in JFTR Vol. I, Appendix A. Attachments 1, 2, and 3 list the cities and towns applicable to 439 AW reservists which have been determined to be within the commuting area of Westover ARB. These attachments will be updated with additional cities and towns as necessary.

4. Per Diem. Members of the reserve component called to active duty for less than 20 weeks, living outside corporate limits and commuting distance of this installation, are entitled to per diem at the same rates and subject to the same provisions and deductions as provided for temporary duty in JTR Vol I, Chapter 4, *Temporary Duty Travel*.

5. Annual Active Duty for Training. All reserve personnel, with the exception of those reservists living within the corporate limits, performing annual tour status at this duty station are entitled to mileage allowances on the first and last days of the tour when both government quarters and mess are available. Members in a will not commute status or members occupying government quarters due to the nature of duty may claim and be reimbursed for lodging costs.

6. Annual Tour Status. A member of the reserve component, while on an annual tour status with a further temporary duty (TDY) assignment, is not entitled to per diem or residual per diem allowance for the period of TDY when both government quarters and mess are available. However, members may claim and be reimbursed for lodging costs incurred.

7. Inactive Duty for Training. A reserve member, while on inactive duty status, is not entitled to transportation allowances for training at the training duty station, drill site, city/town where the assigned unit is located, or in the local area of assigned unit or home. If a member is directed to travel from home of record/assigned unit to a TDY station, the member is entitled to TDY allowances as prescribed in JFTR Vol. I Chapter 4.

8. Nonavailability Statement of Government Quarters/Mess. In accordance with JD 95015, military and civilian travelers will no longer receive a nonavailability statement for government quarters/mess for travel. The following are procedures for documenting nonavailability of government quarters/mess.

8.1. Government Quarters. A military member on official travel will use adequate available government quarters. Government quarters are defined as on base billets or government contracted off base quarters.

8.1.1. Government quarters are considered not available under the following circumstances:

8.1.1.1. TDY or temporary additional duty (TAD) or delay to other than an U.S. installation.

8.1.1.2. The authorizing official determines use of government quarters would adversely affect mission performance.

8.1.2. In all other situations, the availability of government quarters will be checked and documented. The duration of TDY, TAD, or delay does not eliminate the requirement for travelers to contact billeting offices to determine availability of adequate government quarters. **NOTE:** If the TDY, TAD, or delay is less than 24 hours, the traveler is not required to use government quarters. However, when commercial quarters are used, the military member on TDY will not be reimbursed a lodging expense without preparing 439 AW Form 21, **Nonavailability Statement of Government Quarters/Mess.**

8.1.3. If government quarters are not available, 439 AW Form 21 will be used to document the nonavailability (base, confirmation number or name and telephone number of billeting personnel contacted, dates of nonavailability, reason for nonavailability of government quarters, and the signature of the orders authorizing official or aircraft commander (aircrew only)). 439 AW Form 21 is required for reimbursement of a commercial lodging expense. 439 AW Form 21 is not used in lieu of a contract call slip when travelers occupy government contracted quarters. When contract quarters are obtained on a reimbursable basis, the contract call slip and the lodging receipt will be submitted for payment.

8.1.4. A civilian employee may not be required to use government quarters. However, when commercial quarters are used, an employee performing TDY will not be reimbursed a lodging expense without preparing 439 AW Form 21.

8.2. Government Mess. Government mess will be used to the maximum extent practical. The billeting reservationist and front desk personnel are also required to provide the traveler with information concerning availability of meals at dining facilities. It is not practical to direct the use of government mess when:

8.2.1. Government lodging on the installation is not available.

8.2.2. When the orders authorizing official determines it is impractical to use government messing due to:

8.2.2.1. The use of the mess adversely affecting mission performance.

8.2.2.2. Excessive distance between the mess and place of duty, or the mess and place of lodging.

8.2.2.3. Nonavailability of transportation between the mess and place of duty, or the mess and place of lodging.

8.2.2.4. Incompatibility of duty hours and mess operating hours.

NOTE: Travel orders shall note if mess use is directed or not available, when known.

8.2.3. If mess use is directed, but during the trip it is not available, the member will be reimbursed the full meal and incidental expense (M&IE) rate for meals not available. The orders authorizing official approves the missed meals using AF Form 2282, **Statement of Adverse Effect - Use of Government Facilities**.

8.2.4. If mess use is directed, but during the trip it is not available due to temporary closure of facility, the member will be reimbursed the full M&IE meal rate for meals not available. The authorizing official approves the nonavailability using 439 AW Form 21.

8.3. In all cases of nonavailability for quarters or mess, correct statements of status on published orders or certification of status signed by orders authorizing officials on the travel voucher will satisfy the contingency of 439 AW Form 21 not being available. This should only occur in exceptional circumstances.

9. TDY. Personnel who perform TDY away from their PDS, except when on annual tour status and government quarters and messing facilities are available, are allowed per diem and transportation allowances as outlined in JTR Vol I, Chap 4.

10. Approving Officials. Approving officials are responsible for determining entitlements prior to the issuance of travel orders. They specify the allowances payable as applicable within the prescribed limitations.

11. Statements. Applicable statements are included in block 26 of AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, or statements may be printed on the reverse of AF Form 938 and referenced to block 26 on the front of the form.

12. Payment. All reservists who are allowed an entitlement will prepare DD Form 1351-2, **Travel Voucher or Subvoucher**. If a member is within commuting distance, the member may fill in the appropriate blank and sign in block 26 of AF Form 938. These forms must be submitted to the Travel Section for payment within five days after completion of travel.

13. Form Prescribed. 439 AW Form 21.

MARTIN M. MAZICK, Colonel, USAFR
Commander

Attachment 1

COMMUTING AREAS

COMMUTING AREAS
MASSACHUSETTS

Location	Commuting Area	Miles	Driving Time Hr/Min
AGAWAM	YES	11.5	:19
AMHERST	YES	15.5	:25
ASHFIELD	YES	40.3	:49
BARRE	YES	39.8	:54
BARRE PLAINS	YES	36.3	:49
BECKET CENTER	YES	38.2	:55
BELCHERTOWN	YES	12.9	:21
BERNARDSTON	YES	43.5	:46
BLANDFORD	YES	24.9	:34
BONDSVILLE	YES	19.7	:24
BRIMFIELD	YES	23.9	:30
BROOKFIELD	YES	33.6	:44
CHARLTON	YES	37.0	:40
CHARLTON CITY	YES	36.0	:39
CHARLTON DEPOT	YES	38.0	:42
CHESTER	YES	32.1	:45
CHESTERFIELD	YES	30.6	:48
CONGAMOND	YES	22.1	:30
CONWAY	YES	33.8	:40
COOLEYVILLE	YES	27.5	:45
CUMMINGTON	YES	37.6	:59
CUSHMAN	YES	21.3	:33
DEERFIELD	YES	33.1	:39
DORTHY MANOR	YES	46.3	:51
DUDLEY	YES	43.7	:54
DWIGHT	YES	17.4	:27

EAST BRIMFIELD	YES	26.9	:34
EAST DEERFIELD	YES	36.4	:45
EAST LEE	YES	41.7	:42
EAST LEVERETT	YES	24.4	:40
EAST LONGMEADOW	YES	14.0	:23
EAST MILLBURY	YES	47.9	:47
EAST NORTHFIELD	YES	49.0	:55
EASTHAMPTON	YES	20.3	:29
FEEDING HILLS	YES	15.1	:24
FISKDALE	YES	28.9	:37
FLORENCE	YES	18.8	:31
GILBERTVILLE	YES	28.3	:37
GILL	YES	44.2	:50
GOSHEN	YES	30.1	:48
GRANVILLE	YES	24.7	:33
GREENFIELD	YES	36.7	:40
HADLEY	YES	13.5	:22
HAMPDEN	YES	21.7	:36
HARDWICK	YES	31.3	:41
HATFIELD	YES	16.1	:27
HAYDENVILLE	YES	22.1	:36
HOLLAND	YES	38.1	:42
HOLYOKE	YES	5.5	:09
HOUSATONIC	YES	52.5	:58
HUNTINGTON	YES	25.6	:35
INDIAN ORCHARD	YES	5.6	:10
KNIGHTVILLE	YES	30.3	:42
LAKE PLEASANT	YES	38.3	:49
LEE	YES	41.6	:42
LEEDS	YES	21.1	:35
LENOX	YES	46.1	:48
LENOX DALE	YES	44.3	:47
LEVERETT	YES	24.0	:39
LEYDEN	YES	49.6	:58
LITHIA	YES	32.1	:51
LOCK VILLAGE	YES	33.0	:43

LONGMEADOW	YES	11.9	:20
MIDDLEFIELD	YES	37.3	:55
MILLBURY	YES	48.5	:51
MILLERS FALLS	YES	45.3	:50
MONSON	YES	20.4	:25
MONTAGUE	YES	36.8	:46
MONTAGUE CITY	YES	38.5	:43
MONTGOMERY	YES	18.6	:28
MONTVILLE	YES	40.7	:57
MOORES CORNER	YES	28.6	:48
MT HERMON	YES	46.2	:50
NEW BOSTON(BER)	YES	37.3	:52
NEW BRAINTREE	YES	32.3	:45
NEW SALEM	YES	30.9	:48
NICHEWAUG	YES	37.8	:54
NORTH AMHERST	YES	19.3	:29
NORTH BROOKFIELD	YES	36.3	:49
NORTH CHESTER	YES	36.1	:54
NORTH HADLEY	YES	16.7	:26
NORTH HATFIELD	YES	23.1	:27
NORTH LEVERETT	YES	28.2	:47
NORTH OXFORD	YES	43.4	:50
NORTH WILBRAHAM	YES	11.2	:17
NORTHAMPTON	YES	16.0	:22
NORTHFIELD	YES	48.4	:53
OLD FURNACE	YES	31.9	:44
ORANGE	YES	37.9	:58
OXFORD	YES	46.0	:54
PALMER	YES	15.9	:18
PELHAM	YES	21.9	:34
PETERSHAM	YES	41.8	:57
RICHMOND	YES	53.9	:55
RINGVILLE	YES	37.3	:52
RIVERSIDE(FRA)	YES	41.1	:44
ROCHDALE	YES	44.2	:52
RUSSELL	YES	21.6	:29

RUSSELLVILLE	YES	17.4	:24
SANDISFIELD	YES	42.7	1:00
SHELBURNE	YES	39.7	:46
SHELBURNE FALLS	YES	42.3	:52
SHUTESBURY	YES	27.8	:46
SOUTH ASHFIELD	YES	38.5	:49
SOUTH BARRE	YES	37.4	:51
SOUTH DEERFIELD	YES	28.1	:32
SOUTH HADLEY	YES	5.5	:09
SOUTH LEE	YES	43.9	:46
SOUTH WORTHINGTON	YES	35.3	:49
SOUTHBRIDGE	YES	36.4	:39
SOUTHAMPTON	YES	16.9	:22
SOUTHWICK	YES	18.7	:24
SPENCER	YES	42.5	:49
SPRINGFIELD	YES	7.5	:13
STOCKBRIDGE	YES	46.0	:48
STURBRIDGE	YES	31.3	:32
SUNDERLAND(FRA)	YES	30.1	:35
SWIFT RIVER	YES	34.1	:54
TENNYVILLE	YES	20.0	:24
THORNDIKE	YES	18.8	:23
THREE RIVERS	YES	13.3	:22
TOLLAND	YES	33.3	:46
TURNERS FALLS	YES	39.2	:45
WALES	YES	28.3	:37
WARE	YES	23.3	:29
WARREN	YES	27.4	:35
WEBSTER	YES	53.5	:53
WEST BECKET	YES	42.0	:59
WEST BROOKFIELD	YES	30.6	:40
WEST CHESTERFIELD	YES	32.6	:51
WEST DEERFIELD	YES	32.3	:39
WEST DUDLEY	YES	39.5	:44
WEST GRANVILLE	YES	29.7	:41
WEST HATFIELD	YES	21.3	:26

WEST PELHAM	YES	19.0	:32
WEST SPRINGFIELD	YES	9.2	:14
WEST STOCKBRIDGE	YES	50.8	:51
WEST WARREN	YES	24.9	:31
WEST WHATELY	YES	20.9	:30
WESTFIELD	YES	12.9	:16
WESTHAMPTON	YES	24.2	:39
WHATELY	YES	25.6	:30
WHEELWRIGHT	YES	32.8	:46
WILBRAHAM	YES	13.3	:21
WILKINSONVILLE	YES	51.1	:56
WILLIAMSBURG	YES	24.6	:39
WILLIAMSVILLE	YES	55.1	:59
WORONCO	YES	18.9	:25
WORTHINGTON	YES	36.6	:57

Attachment 2

COMMUTING AREAS

COMMUTING AREAS
CONNECTICUT

Location	Commuting Area	Miles	Driving Time Hr/Min
ADDISON	YES	39.9	:51
ASHFORD	YES	53.3	1:00
AVON	YES	37	:52
BERLIN	YES	44.9	:56
BLOOMFIELD	YES	32.6	:43
BOLTON	YES	47.3	:59
BROAD BROOK	YES	26.1	:37
BUCKINGHAM	YES	42.3	:54
BUCKLAND	YES	34.8	:48
CANTON	YES	40.6	:57
CANTON CENTER	YES	40.7	:57
COLLINSVILLE	YES	42.3	1:00
CROMWELL	YES	47.8	:59
CRYSTAL LAKE	YES	30.9	:46
EAST BERLIN	YES	45.7	:58
EAST GLASTONBURRY	YES	44.3	:55
EAST GRANBY	YES	29.6	:39
EAST HARTFORD	YES	34.7	:46
EAST HARTLAND	YES	30.6	:42
EAST WILLINGTON	YES	40.6	:56
EAST WINDSOR	YES	26.5	:37
EAST WOODSTOCK	YES	48.4	:59
EASTFORD	YES	49.3	:55
ELLINGTON	YES	27.6	:41
ENFIELD	YES	17.3	:25
FABYAN	YES	46.3	:55

FARMINGTON	YES	43.2	:54
GLASTONBURY	YES	39.2	:49
GRANBY	YES	26.4	:36
GROSVENOR DALE	YES	59.6	:59
HARTFORD	YES	33.4	:43
HAZARDVILLE	YES	18.3	:28
KENSINGTON	YES	47.9	:58
MANCHESTER	YES	35	:49
MANSFIELD	YES	48.6	:59
MANSFIELD DEPOT	YES	42.9	:58
MARLBOROUGH	YES	49.2	1:00
MELROSE	YES	23.4	:34
MERROW	YES	41.6	:57
NEW BRITAIN	YES	44.7	:55
NEW HARTFORD	YES	40.3	:57
NEWINGTON	YES	40.3	:51
NORTH ASHFORD	YES	44.9	:48
NORTH CANTON	YES	37.7	:53
NORTH GRANBY	YES	30.1	:42
NORTH GROSVENORDALE	YES	48.8	:58
NORTH WOODSTOCK	YES	43.5	:50
ORCUTTS	YES	29.6	:40
PHOENIXVILLE	YES	51.1	:58
PINE MEADOW	YES	39.1	:56
PLAINVILLE	YES	48.4	:59
PLEASANT VAL.(LIT)	YES	38.8	:55
POQUONOCK	YES	27.1	:36
PROSPECT(MID)	YES	55	:59
QUARRYVILLE	YES	32.8	:49
QUINEBAUG	YES	45.3	:53
ROCKVILLE	YES	31.8	:47
ROCKY HILL	YES	41.2	:52
SCANTIC	YES	25.4	:35
SIMSBURY	YES	32.5	:45
SOMERS	YES	23	:34
SOMERSVILLE	YES	21.5	:32

SOUTH GLASTONBURY	YES	42	:53
SOUTH WILLINGTON	YES	39.1	:54
SOUTH WINDSOR	YES	30.1	:42
SOUTH WOODSTOCK	YES	48.1	:57
STAFFORD	YES	31.4	:41
STAFFORD SPRINGS	YES	31.7	:42
SUFFIELD	YES	18.8	:29
TARIFFVILLE	YES	30.2	:42
THOMPSON	YES	59.1	:58
TOLLAND	YES	40.9	:54
UNION	YES	40.4	:42
UNIONVILLE	YES	46.7	:59
VERNON	YES	35.9	:49
WAREHOUSE POINT	YES	21.3	:29
WARRENVILLE	YES	51.1	:55
WEATOGUE	YES	34.2	:48
WEST ASHFORD	YES	43.6	:59
WEST AVON	YES	39.1	:56
WEST GRANBY	YES	29.4	:42
WEST HARTFORD	YES	38.1	:49
WEST HARTLAND	YES	38	:53
WEST SIMSBURY	YES	35.8	:51
WEST STAFFORD	YES	27.7	:41
WEST SUFFIELD	YES	20.7	:32
WEST WILLINGTON	YES	37.2	:50
WEST WOODSTOCK	YES	49.4	:55
WETHERSFIELD	YES	37.9	:48
WESTFORD	YES	47.1	:49
WILLINGTON	YES	39	:53
WILSON	YES	30	:39
WINDSOR	YES	27.5	:37
WINDSOR LOCKS	YES	21.8	:30
WOODSTOCK	YES	46.9	:55
WOODSTOCK VALLEY	YES	47.4	:52

Attachment 3

COMMUTING AREAS

COMMUTING AREAS

VERMONT

Location	Commuting Area	Miles	Driving Time Hr/Min
BRATTLEBORO	YES	56.3	1:00
GUILFORD	YES	56.7	:59
WEST BRATTLEBORO	YES	57.8	:59