



***Financial Management***

**WILLOW GROVE ARS COMMUTING AREA**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 65-1, *Management of Financial Resources and Services*. It establishes the commuting area for the purpose of determining eligibility for various travel and lodging related entitlements. It applies to all employees assigned to the 913th Airlift Wing, Willow Grove Air Reserve Station, Pennsylvania.

***SUMMARY OF REVISIONS***

This revision updates the references, changes the location of the LAN file, and updates the software version used to compute the estimated driving times.

**1. References:**

- 1.1. Joint Federal Travel Regulation (JFTR), Vol 1, paragraphs U3500 and U7150.
- 1.2. Joint Travel Regulation (JTR), Vol 2, paragraph C2400.
- 1.3. DFAS-DER 7010-3, Travel Transactions at Base Level, paragraph 3-5.

**2. Commuting Area Definition.**

2.1. According to the authority provided by references 1.a. and 1.b., the Willow Grove ARS commuting area is defined as those communities for which the estimated one-way driving time from Willow Grove ARS is less than 60 minutes. Estimated driving times will be determined by the 913AW/FM using MAP'N'GO (V5.0) software from DeLorme Mapping. The FM Public Folder on the base Local Area Network (LAN) includes a file entitled Commuting Area, which lists the communities that constitute the Willow Grove ARS Commuting Area. The list was

initially established to include all communities known to be the home of 913AW reservists, and will be updated with additional communities as necessary.

2.2. In order to generate estimated driving times that closely approximate actual driving conditions, driving time data was gathered from four different computer sources (Yahoo, Expedia, MapBlast, and Map'n'Go (v1.0)) and ten local driving surveys. This data was used to adjust the traveling speeds within Map'n'Go (v5.0) to produce estimated driving times used to define the commuting area.

2.3. All communities outside of Pennsylvania and New Jersey are non-commuting and will not be listed in the LAN file. If a traveler resides in a Pennsylvania or New Jersey community that is not in the LAN file, contact the 913AW/FM for a determination, after which the community will be added to the LAN file.

**3. Impact.** The commuting area definition is important for four reasons:

3.1. It establishes the area for which transportation expenses necessarily incurred while conducting official business in the local area may be reimbursed.

3.2. It establishes eligibility for billeting and per diem entitlements when performing duty at Willow Grove ARS.

3.3. It establishes the area outside of which a member must reside to be eligible for active duty travel days.

3.4. It establishes the area outside of which travel orders are required for civilian employees traveling on official business.

**4. Exceptions.** Exceptions to the above commuting area will be in writing and made only by the Wing Commander.

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Commander