

6 FAM 1930

LOCAL TRANSPORTATION

(TL:GS-83; 06-03-2002)
(State Only)

6 FAM 1931 DEPARTMENT VEHICLES

6 FAM 1931.1 Use

(TL:GS-83; 06-03-2002)
(State Only)

a. Department vehicles are available to all employees of the Department of State for use on official business. Preference will be given to deputy assistant secretaries, or their equivalents, and above. The Department's vehicles are a required first source for local transportation with the exception of those facilities serviced by U.S. Government-furnished shuttle buses.

b. Other means of transportation should only be utilized when Department vehicles are unavailable, the trip is less than 6 blocks or more than 25 miles, or the use of commercial or private transportation proves to be more cost effective. Trips of 25 miles or more must be approved by *the Fleet Management Operations Division (A/OPR/GSM/FMO)*. The use of taxicabs and other special conveyances is described in 6 FAM 1933.1.

c. The U.S. Mission to the United Nations shall observe the provisions herein unless otherwise specified in these regulations.

6 FAM 1931.2 Restrictions on the Use of U.S. Government Vehicles

(TL:GS-83; 06-03-2002)
(State Only)

a. Title 31 of the United States Code, Section 1344 (a) prohibits the use of a U.S. Government-owned or -leased vehicle for other than official purposes. "Official purposes" specifically excludes transportation of officers or employees between their *residences* and *places* of employment. The law *also states that any officer or employee who willfully uses or authorizes the use of a U.S. Government vehicle for other than official purposes will be suspended for at least one month without pay by the head of the agency (31 U.S.C. 1349[b])*.

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b. The following officials are exempted *by statute* from *the prohibition on use of a U.S. Government vehicle for home-to-work transportation*:

- (1) The Secretary of State; *and*
- (2) The U.S. Representative to the United Nations.

c. *The following officials may be exempted from the prohibition on use of a U.S. Government vehicle for home-to-work transportation*:

(1) *The Deputy Secretary of State may be authorized use of a U.S. Government vehicle for home-to-work transportation by the Secretary of State; and*

(2) *The Chief of Protocol may be authorized use of a U.S. Government vehicle for home-to-work transportation by the President of the United States.*

d. *The Secretary may authorize use of a U.S. Government vehicle for home-to-work transportation for employees engaged in the performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties. The Secretary's approval of such home-to-work transportation must be in writing and cannot be delegated.*

e. *The Department must fill out and maintain Form OF-108, Daily Vehicle Use Record or other vehicle logs necessary to establish the official purpose for U.S. Government transportation provided between an individual's residence and place of employment. The records or other logs should contain the following information:*

- (1) *Name and title of person authorizing use;*
- (2) *Name and title of person transported;*
- (3) *Passenger carrier information (i.e., make, model, vehicle year and tag number);*
- (4) *Date(s) home-to-work transportation is authorized;*
- (5) *Location of residence;*
- (6) *Duration; and*
- (7) *Circumstances requiring home-to-work transportation.*

f. *The executive offices for those officials for whom home-to-work transportation is provided pursuant to paragraphs b and c of this section shall maintain vehicle records or other vehicle logs.*

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g. These restrictions on the use of U.S. Government vehicles do not apply to the use and control of U.S. Government vehicles at Foreign Service posts which is governed by 6 FAM 228.

6 FAM 1931.3 Requests for Vehicles

(TL:GS-83; 06-03-2002)
(State Only)

a. Vehicles shall be requested through executive or administrative offices. Requests shall be made by telephone to the chief dispatcher between the hours of 8:15 a.m. and 5:00 p.m., Monday through Friday. The telephone extension for requesting this service is listed under “*Motorpool (Cars, Vans, Trucks)*” in the Directory of Services of the State Department Telephone Directory. Requests must include the name and title of the person by whom the vehicle will be used, the vehicle pick-up point, and vehicle destination. Due to heavy demands on the limited number of vehicles available, it is necessary to combine requests for vehicles in the same general direction at approximately the same time.

b. Calls shall therefore be placed as far in advance as possible, and officials shall be at the waiting point for a vehicle at the time designated in order to avoid inconvenience to others who may have been scheduled for the same vehicle. The waiting period on short trips will not exceed ten minutes on times of departure or returns. Drivers are not permitted to wait at a destination without clearance by the dispatcher.

6 FAM 1932 SHUTTLE BUS SERVICE

(TL:GS-83; 06-03-2002)
(State Only)

Schedules of regular shuttle bus service are posted in the D Street lobby. Changes to shuttle bus service will be published by Department notice. All scheduled buses pick up and deliver passengers at the D Street entrance. Questions regarding shuttle bus service should be directed to the *Office of General Services Management (A/OPR/GSM)*. The establishment of new shuttle bus routes must be approved by *A/OPR/GSM/FMO*.

6 FAM 1933 TAXICABS AND PRIVATELY OWNED AUTOMOBILES

6 FAM 1933.1 Use

(TL:GS-83; 06-03-2002)
(State Only)

a. When a Department car or other means of transportation approved by *A/OPR/GSM/FMO* is not available or will not meet the need, an employee on official business may hire a taxicab or other special conveyance, or use a privately owned automobile for transportation at employee's official duty station. Also, an employee may hire a taxicab for travel between office and home when the employee is dependent on public transportation for such travel incident to officially ordered work outside of employee's regular work hours, and travel is during hours of infrequently scheduled public transportation or darkness.

b. In addition, privately owned automobiles may be used for official business by an employee whose duty requires frequent travel within a 50-mile radius of official duty station, and when such use has been approved by the employee's immediate supervisor.

6 FAM 1933.2 Reimbursement

(TL:GS-83; 06-03-2002)
(State Only)

a. Reimbursement for expenses incurred for the use of taxicabs, other special conveyances, and privately owned automobiles shall be claimed as stated below. Claims may be filed as frequently as necessary, but preferably not more often than once a month.

b. Reimbursement for taxicab expenses may be obtained by filing a claim on Form SF-1164, *Claim for Reimbursement for Expenditures on Official Business* (original and one copy). If expenses have been incurred in two fiscal years, a separate *Form* SF-1164 shall be used for each fiscal year. As trips are made, the employee shall enter on the form the date, point of origin, destination (buildings, offices, or street addresses), cost of fare, and tip for each trip, as provided on the form. Claims for the use of taxicabs between office and home under the conditions specified in 6 FAM 1933.1 must include a narrative justification on the face of the *Form* SF-1164 supporting the official necessity for the expenditure involved. When fares exceed charges for one person, the number of persons accompanying the claimant shall be listed on the *Form* SF-1164 "From" column on the line directly below the applicable entry. The certification that the claim is correct shall be signed by the claimant, and the statement that the travel was

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advantageous to the *U.S.* Government shall be signed by the approving officer.

c. Reimbursement for tips to taxi drivers is allowable in the following amount: 15 cents when the fare is \$1.00 or less, or 15 percent of the reimbursable fare when it exceeds \$1.00. If the 15 percent is not a multiple of 5 it may be increased to the next multiple of 5.

d. Reimbursement for the use of a privately owned automobile is authorized for the distance traveled at the rate of 36.5 cents per mile. The points of travel shall be given, and the speedometer readings at the beginning and end of each trip shall be shown. Reimbursement should be claimed on Form SF-1164.

e. Reimbursement for the cost of automobile parking fees, ferry fares, and bridge, road, and tunnel tolls is also allowable unless administratively restricted. When an employee has been provided authorization to use the employee's privately owned vehicle for official business and the employee pays for parking at own duty station on a monthly basis, the employee may be reimbursed for those days on which employee's automobile was used for travel, **provided** it is administratively determined that the use of rented parking space is necessary because of official business and is advantageous to the *U.S.* Government.

f. Reimbursement for expenses incurred for the use of special conveyances other than taxicabs shall be claimed on Form SF-1164.

6 FAM 1933.3 Administrative Approval

(TL:GS-83; 06-03-2002)

(State Only)

Before reimbursement is made, claims authorized by 6 FAM 1933.1 shall be administratively approved on Form SF-1164 by the office director, deputy office director, executive officer, budget officer, division chief, administrative officer, or other person designated in writing by one of them, except that claims for taxicabs used between office and home under the conditions set forth in 6 FAM 1933.1 must be approved at a level not lower than administrative officer. A copy of such designation shall be forwarded to *the Fiscal Operations Payment Division (RM/EFD/FO/PD)*.

6 FAM 1934 AGENCY REPORT OF MOTOR VEHICLE DATA

(TL:GS-83; 06-03-2002)
(State Only)

An annual motor vehicle inventory report submitted on Form SF-82, *Agency Report of Motor Vehicle Data*, is required by the General Services Administration (GSA) by December 15. *A/OPR/GSM* coordinates this information with *the Office of the Executive Director for Administration (A/EX)* for consolidation and submission to GSA.

6 FAM 1935 THROUGH 1939 UNASSIGNED