



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO  
PO BOX 99001  
SANTA ANA CA 92709-0001

IN REPLY REFER TO:  
ABO 7040.2A  
AF/100  
1 Apr 93

AIR BASES ORDER 7040.2A

From: Commander  
To: Distribution List

Subj: ADMINISTRATION OF LOCAL TRAVEL ENTITLEMENTS

Ref: (a) JFTR (NOTAL)  
(b) JTR, Vol II (NOTAL)  
(c) MCO P4650.37C  
(d) MCO P10110.14L  
(e) MCO P7220.31H  
(f) MCO P1080.35H

Encl: (1) Local Commuting Boundaries

1. Purpose. To provide guidance in simplifying and standardizing the pay and administration of local travel for official business of military and civilian personnel at Marine Corps Air Stations (MCASs) El Toro, Tustin, and Camp Pendleton.

2. Cancellation. ABO 7040.2.

3. Background

a. On occasion, it is necessary for members stationed at MCASs El Toro, Tustin, and Camp Pendleton to travel to nearby cities and adjacent installations on official business. Under current regulations, these bases constitute multiple duty stations for the purpose of determining travel entitlements. However, paragraph U3500 of reference (a) and paragraph C4650 of reference (b) permit the Commanding General directing and authorizing the travel to specify the local commuting area for travel reimbursement purposes. The close proximity of the commands and the frequency of travel between them have given rise to such problems as:

(1) Excessive administrative burdens.

(2) Confusion on the part of Marines and their commanders in the areas of travel and transportation entitlements and reimbursements.

(3) Inequitable or questionable use of travel funds.

b. These problems can be eliminated by the implementation of references (a) through (f), which recognize the underlying statutory purposes for the payment of per diem. In this regard, the Comptroller General of the United States has consistently held that the purpose of

per diem is to meet actual and necessary additional living expenses personally incurred by service members for hotels and other room rentals, meals purchased at restaurants, and incidental expenses which would not have occurred during the same period at their permanent duty station. Further, the Comptroller General has held that per diem is not a gratuity payable to Marines/civilians simply because they are in a travel status or performing an assignment which is temporary in nature.

#### 4. Policy Guidance

##### a. Local Travel in and Around Permanent or Temporary Duty Stations

(1) As authorized by paragraph U3500, reference (a), and paragraph C4650, reference (b), the local commuting area is defined by the enclosure for the reimbursement of local transportation related expenses. The term local commuting area shall not be construed to mean the same as a permanent duty station which is defined in Appendix A of reference (a). Per diem may continue to be authorized within the local commuting area when absolutely necessary to defray expenses, but may not be authorized within the limits of the permanent duty station.

(2) Marines who are billeted at one installation and are performing duties at another installation will not be issued funded temporary additional duty (TAD) orders (unfunded orders may be necessary to secure school seats), since they are within the local commuting area. They will be directed to use government transportation, as appropriate, or be reimbursed for local mileage and actual expenses as provided for in paragraph 20701 of reference (c). If government transportation is not available and the member declines to use his own vehicle, privately owned conveyance cannot be directed. Then the Marine will be issued TAD orders and becomes entitled to per diem at a rate based on the location that the temporary duty is performed, per paragraph U3300.b, reference (a). Every effort should be made to reduce the amount of per diem paid by providing transportation and directing government quarters and messing be used.

(3) When a government dining facility is available, it will be used unless impractical. Individuals who possess a meal card are required to subsist in that facility and will not be entitled to a basic allowance for subsistence (BAS) as discussed in reference (d). An exception to the above will continue to be made for "missed meals." Whenever Marines are required to procure a meal(s) at their own expense, care must be taken to ensure that reimbursement is accomplished per references (e) and (f).

(4) When a government dining facility is not available and an individual obtains a meal at his/her own expense, he/she will be reimbursed for the "missed meal" per paragraph U4235, reference (a).

b. Field Duty. In cases where they can be justified, field duty orders should be used. Field duty is defined in reference (a). Generally, field duty status exists whenever a Marine participates in field training and incurs no special cost for messing and billeting.

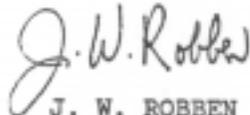
5. Action

a. Commanders are to ensure that the policy guidance outlined above is followed when directing local travel.

b. Air station orders that conflict with this directive are to be amended to conform.

6. Summary of Revision. This Order contains a significant amount of changes and should be reviewed in its entirety.

7. Concurrence. The Commanding Officers, Marine Aircraft Group 46 and Combat Service Support Detachment 14 concur in the provisions of this Order.



J. W. ROB BEN  
Chief of Staff

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LOCAL COMMUTING BOUNDARIES



ENCLOSURE (1)





UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO  
PO BOX 25001  
SANTA ANA CA 92709-5001

IN REPLY REFER TO:

ABO 7040.2A Ch 1  
AF  
3 Mar 95

AIR BASES ORDER 7040.2A Ch 1

From: Commanding General  
To: Distribution List

Subj: ADMINISTRATION OF LOCAL TRAVEL ENTITLEMENTS

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 1, change "Purpose" paragraph to read "To provide guidance in simplifying and standardizing the pay and administration of local travel for official business of military and civilian personnel belonging to CSSD 14, MAG-46 or COMCABWEST at Marine Corps Air Stations (MCASs) El Toro, Tustin, Camp Pendleton and NAS Miramar."

b. On page 1, paragraph 3a, change first sentence to read "On occasion, it is necessary for members stationed at one of the above air stations to travel to nearby cities and adjacent installations on official business."

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
J. R. CRANFORD  
Chief of Staff  
Acting

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**UNITED STATES MARINE CORPS**

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR  
PO BOX 452001  
SAN DIEGO CA 92145-2001

ABO 7040.2A Ch 2

G-8

**2 APR 2001**

AIR BASE ORDER 7040.2A CH 2

From: Commander  
To: Distribution

Subj: ADMINISTRATION OF LOCAL TRAVEL ENTITLEMENTS

1. Purpose. To direct pen changes and a page removal from the basic Order.

2. Action

a. On page 1, delete "Encl: 1."

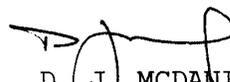
b. On page 1, paragraph 1, the last sentence, delete the "s" on "Stations", and delete "(MCASs) El Toro, Tustin and Camp Pendleton" and replace it with Miramar."

c. On page 1, paragraph 3a, delete "MCASs El Toro, Tustin and Camp Pendelton, and replace it with "Miramar."

d. On page 3, paragraph 7, change "Combat Service Support Detachment 14" to read "Intermediate Maintenance Activity Detachment."

e. Remove enclosure (1) in its entirety.

3. Filing Instructions. File the Change transmittal immediately behind the signature page of the basic Order.

  
D. J. MCDANIEL  
Chief of Staff

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