



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
4**

**PAGE
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SUBJECT

TRAVEL

SUB-TOPIC

PER DIEM, Continued

Disabled Employees Traveling Within Headquarters

An employee whose duties customarily require travel within his/her designated headquarters and whose physical disability precludes his/her personal operation of a privately-owned automobile may, without regard to the standards otherwise set in the General Appropriations Acts, be authorized a reasonable transportation allowance not to exceed the amount to which such disabled employee would be entitled for similar travel occurring outside of his/her designated headquarters.

Employees traveling under this provision will be allowed the actual cost of transportation via bus, taxi, or a mileage allowance of \$.28 per mile for an automobile driven by a volunteer driver. Transportation must be broken down on a trip-by-trip basis.

Persons claiming this type of travel allowance should enter the following statement on their claim: "Claiming travel within headquarters under provisions of the Travel Regulations Act, § 8."