



# Memorandum

**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

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**Subject:** Interim Guidance on Local Travel Reimbursement for Remote Work Employees

**From:** Victoria B. Wassmer  
Assistant Secretary for Budget and Programs and Chief Financial Officer

**To:** Operating Administration (OA) CFO's, OST Secretarial Offices, and the Office of  
Inspector General Heads of Operating Administrations

The Department of Transportation (DOT) defines local travel as travel within a 50-mile radius of an employee's official duty station (ODS<sup>1</sup>) when conducting official Government business. For remote work employees, the employee's ODS may fall within a 50-mile radius of their office location<sup>2</sup>. Effective immediately, remote work employees will not be eligible for reimbursement when traveling to their office location if the location is within a 50-mile radius of the employee's ODS. The distance will be calculated from the remote work employee's residential address of their ODS to the address of their office location. This restriction does not apply when a remote work employee is located outside the 50 miles radius of the office location. Remote work employees are still entitled to local travel reimbursements when attending meetings at other locations within a 50-mile radius of their ODS.

This clarification of local travel guidance aims to align the DOT's local travel guidance with Departmental Personnel Manual (DPM) 650-2, DOT Remote Work Policy (Issued March 28, 2022) for remote work employees traveling to their office location. We are in the process of updating DOT Order M 1500.6B Travel Order and Manual, to incorporate this guidance.

As a reminder, travel reimbursement for telework employees is **never** allowed when traveling to their office location, regardless of the telework location. Local travel reimbursement to destinations other than the office location remains unchanged. Please refer to DOT Order 1500.6B for additional travel guidance. For your convenience, a chart summarizing travel reimbursement eligibility scenarios for telework and remote work employees when traveling to their office location is included below.

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1 ODS as shown in box 39 of the employee's SF-50

2 Office location as shown in box 22 of the employee's SF-50

Type of Travel	Is the employee eligible for travel reimbursement?
An employee on telework status traveling to their office location when the distance between the telework location and their office location is <b>inside</b> of 50 miles	No
An employee on telework status traveling to their office location when the distance between the telework location and their office location is <b>outside</b> of 50 miles	No
A remote work employee traveling to their office location located <b>inside</b> a 50-mile radius of the official duty station	No
A remote work employee traveling to their office location located <b>outside</b> a 50-mile radius of the official duty station	Yes

If you have any questions, please contact [DOTTravelTeam@dot.gov](mailto:DOTTravelTeam@dot.gov).