

**Department of  
Veterans Affairs**

**Memorandum**


Date: June 6, 2024

From: Deputy Secretary (001)

Subj: Interim Guidance on Local Travel Reimbursement Remote Work Employees  
(VIEWS 11667772)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. The Department of Veterans Affairs (VA) defines local travel as travel within an established local radius or a 50-mile radius of an employee's official duty station (ODS) when conducting official Government business. One exception is when remote or virtual employees travel to their parent office location<sup>1</sup> falling within a 50-mile radius of their ODS<sup>2</sup>.
2. Remote<sup>3</sup> or virtual work<sup>4</sup> employees will not be eligible for reimbursement when traveling to their parent office location if the location is within a 50-mile radius of the employee's ODS. This restriction does not apply when a remote or virtual work employee is located outside the 50-mile radius of the parent office location.
3. This policy does not impact telework employees who will continue to follow VA's financial policy Volume XIV, Chapter 7 – Local Travel.
4. For your convenience, a chart summarizing travel reimbursement eligibility scenarios is included in the attachment.
5. Within 30 days of the date of this memo, non-bargaining unit employees must adhere to this policy. This policy will not go into effect for bargaining unit employees until VA fulfills its collective bargaining obligations. Bargaining unit employees will be notified when VA completes negotiations.
6. If you have any questions, please contact VA's Office of Financial Policy at [policyreports@va.gov](mailto:policyreports@va.gov).



Tanya J. Bradsher

Attachment

<sup>1</sup> As shown in box 22 of the employee's SF-50

<sup>2</sup> As shown in box 39 of the employee's SF-50

<sup>3</sup> For remote employees, their alternative worksite (usually their residence) is their ODS.

<sup>4</sup> Virtual work employees perform work on a full-time basis using VA-leased space or at a facility other than their parent office location which would be designated their ODS.

**Travel Reimbursement Eligibility**

Type of Travel	Is the employee eligible for travel reimbursement?
A remote or virtual work employee traveling to their parent office location when the distance between the ODS and parent office is within 50 miles	No
A remote or virtual work employee traveling to their parent office location when the distance between the ODS and parent office exceeds 50 miles	Yes
A remote or virtual work employee traveling on official duty to another location within 50 miles of their ODS and their parent office location	Yes – only for the portion that exceeds the distance between ODS and their parent office location