GSA ORDER

SUBJECT: Regional determination of local travel area

1. **Purpose.** This order supplements the GSA Order, Internal Travel Regulations and Control of Official Travel (PFM P 4290.1).

2. **Background.** 5 CFR Section 551.422(d) states that "an agency may prescribe a mileage radius of not greater than 50 miles to determine whether an employee's travel is within or outside the limit of the employee's official duty station." PFM P 4290.1 (see ch. 7) authorizes Regional Administrators to determine the area to be covered by local travel in their regions.

3. **Definition of Local Travel.** Local travel is defined as travel performed within and adjacent to the official station of an employee, when the travel is necessary to conduct official business for GSA.

4. **Definition of Local Travel Area.** In the GSA New England Region, the local travel area is determined as the 50 mile radius around the official duty station.

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