



Title: VI, Systems Access Manual

Chapter: 6, Travel and Transportation, Section 2, Travel System Data Entry Procedures for Personal Computer (PC-TRVL)

Bulletin: PCTRVL 04-1, PC-TRVL Mileage Rate Update

Date: January 28, 2004

To: PC-TRVL Users

This bulletin announces the availability of the PC-TRVL mileage rate update through the National Finance Center's (NFC) home page (www.nfc.usda.gov) on the Internet. This update is provided in accordance with Federal Travel Regulation (FTR) Amendment 2003-06 which increased the mileage rate reimbursement for use of a privately owned vehicle (POV) while on official travel.

Amendment 2003-06 revised the FTR to increase the mileage allowance (rate per mile) for advantageous use of a privately owned automobile, motorcycle, or airplane, as described below. These rates were effective for travel on or after January 1, 2004.

	Old Rate	New Rate
Automobile	36.0 cents per mile	37.5 cents per mile
Motorcycle	27.5 cents per mile	28.5 cents per mile
Airplane	99.5 cents per mile	99.5 cents per mile

Downloading PC-TRVL Mileage Rates

To download the PC-TRVL Mileage Rate Update, follow the instructions below:

1. Go to NFC's home page at <http://www.nfc.usda.gov>.
2. Click the NFC Download Center icon at the top of the page.
3. Click *Mileage Rate Update File 1 of 2 (1 KB)* to download the VPOV.DBF file or *Mileage Rate Update File 2 of 2 (2 KB)* to download the VPOV.NTX file (as appropriate). The files should be downloaded to the PC-TRVL default directory (C:\NFCTRAV). **Note:** You should download File 1 of 2 first (VPOV.DBF), then download file 2 of 2 (VPOV.NTX). Your user ID and password are not required for downloading PC-TRVL mileage rate update files.
4. Repeat Step 3 to download the second mileage rate table (File 2 of 2, VPOV.NTX).
5. Follow the setup screen instructions under Establishing Data Defaults (Travel Remote Entry Setup Screen Function) in the PC-TRVL procedure to access the PC-TRVL setup screen. No changes should be made to the setup screen at this time. When [Esc] is

pressed to exit the set screen, the table files are re-indexed and updated in the mileage rate table.

6. Follow the instructions in the PC-TRVL procedure to access PC-TRVL.
7. Follow the Tables Maintenance instructions in the PC-TRVL procedure to access the new mileage rate table and ensure that the data was properly loaded.

This bulletin supersedes bulletin PCTRVL02-1, PC-TRVL Mileage Rate Update, issued February 4, 2002. Please discard that bulletin.

The PC-TRVL procedure is available online at the NFC Web site. To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Title/Chapter, or List by System Acronym then search for PC-TRVL on the list provided.

Please refer questions about PC-TRVL to Customer Relations personnel at **504-255-4851** or via e-mail at customer.relations@usda.gov. Refer questions about Travel System processing to Travel and Transportation Section personnel at **504-255-4878** or via e-mail at trvl@usda.gov. Refer questions about this bulletin to the Quality Assurance Branch at **504-255-5322** or via e-mail at nfc.dab@usda.gov.



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