



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](http://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
<b>Automobile</b>	36.0 cents per mile	37.5 cents per mile
<b>Motorcycle</b>	27.5 cents per mile	28.5 cents per mile
<b>Airplane</b>	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](http://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](mailto: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](mailto: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](mailto:nfc.dab@usda.gov).



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