

7. Requesting Local Vicinity Mileage Reimbursement

Individuals who meet the following requirements may request local vicinity mileage reimbursement for their daily commute to and from class upon course completion:

- Students assigned to an acquisition-code position
- Training is centrally funded
- Duty location is 45 miles or less from the class location

To request reimbursement in ACQ Now:

Upon course completion, go the ACQ Now Training Registration Website:

<https://www.atrrs.army.mil/channels/acqnow/default.asp>

- Sign-in by entering **SSN** and **DOB** and click on **Logon** button.
- Click on **Travel Worksheets** option under Student Functions on the main menu.
- Click on the **Reimbursement** button at the bottom of the screen.
- Click on the course to access **Local Mileage Worksheet** (status is 'New')
- ACQ Now automatically computes delta between residence and duty station and your duty station and the training location.
- Enter comments you would like reviewed by AFATO in the '**Remarks/Comments for AFATO**' block.

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- Click on the '**Press to Submit Travel Requirements Worksheet to AFATO**', note the status will change to '**Pending Approval**'

Once your worksheet has been approved, an SF1164 will be emailed to you for hand carrying to your local travel office for reimbursement.