



United States Department of the Interior

OFFICE OF THE SECRETARY
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FINANCIAL MANAGEMENT MEMORANDUM 2009-038 (Vol. X.D)

To: Bureau Chief Finance Officers
Bureau Assistant Directors for Administration
Director, National Business Center

From: Daniel L. Fletcher, 
Director, Office of Financial Management

Subject: Reimbursement of Valet Parking Charges

Reimbursement of parking fees is authorized only when the fees are necessary in the performance of official business travel. Valet parking may be reimbursed when:

- 1) the use of valet service is necessary because it is the only parking available;
- 2) when valet service results in a lower overall parking cost than charged for non valet service; or,
- 3) when necessary to accommodate employees with a documented handicap that justifies the use of the valet service.

All other claims for valet parking should be allowed only to the extent they do not exceed the charges for normally used long term parking.

When normally used long term parking is available at a cheaper rate, valet parking should not be charged to the government provided charge card unless the traveler has a documented handicap condition. Paying cash or using another personal charge card for valet parking will reduce the administrative burden of ensuring proper reimbursement of travel expenses.

If you have any questions regarding this information or if you require additional information, please contact Robert Smith (Robert_Smith@ios.doi.gov) on 202-208-5684.

Replaces: FAM 99-016