



TRAVEL INFORMATION & POLICY

Subject:	Number: 07-006
Airport Parking Expenses	Date Issued: 11/09/07
References: PML 2007-024	Expires: Until Rescinded

Purpose The Department of Personnel Administration (DPA) has issued Personnel Management Letter 2007-024 to clarify reimbursement requirements in regard to airport parking costs.

Airport Parking Fees As a general policy, State employees on authorized travel status should use the least-costly option when parking at airports. If additional parking fees are incurred in the best interest of the State, a justification explaining the necessity for the additional cost shall be submitted with the travel expense claim. The justification should reference DPA Rules Section 599.626. Reimbursement requests for additional parking fees without valid justification will be reduced to the airport's economy parking rates.

Justifications The Department may consider the following items when determining if additional parking fees are in the best interest of the State:

- The direct expense, and
- The employee's time
- Business reasons or circumstances beyond the employee's control preventing the use of economy parking.

For more detailed information of using a personal vehicle for State business or other travel policies please visit the [Caltrans Travel Guide](#).

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9330.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Iris_Bettencourt@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.