



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

AUG 23 2011

FINANCIAL MANAGEMENT MEMORANDA 2011- 023 (Vol. X.C.)

To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

From: Douglas A. Glenn *D.A. Glenn*
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Clarification on Approving Rental Car Upgrades for Official Travel

When the use of a rental car has been approved for Official Temporary Duty Travel, Interior policy limits vehicle size to compact vehicles only. Employees may be approved to upgrade rental vehicle size under the following circumstances:

- When sharing a rental vehicle with two or more other employees with baggage who are traveling on the same official business;
- To accommodate the transportation of additional government equipment that is so large that it cannot reasonably fit into a compact vehicle;
- A person has a medical condition that would require the use of a larger vehicle (this condition should be supported by a letter from a physician documenting the condition and the need for the accommodation, and should be filed with the employees office);
- A person's physical size is such that the rental of a compact vehicle would not accommodate the safe operation of the vehicle. Supervisors who are granted approval authority on rental car upgrades for this reason should use discretion when approving such requests; or
- Travelers will be accessing areas of extremely rough terrain, which would require the use of an SUV with off road capabilities to ensure safe travel.

When approving vehicle size upgrades, the upgrade should be to the next least costly vehicle size that would accommodate the reasons for the needed upgrade. As an example, a person would not need an upgrade to an expensive SUV to accommodate the transportation of another two employees who are traveling with the vehicle renter on official business. At most, an intermediate or full size car would accommodate the transportation needs of the travelers and their baggage.

In all instances, the approving official responsible for approving the rental vehicle upgrade request must use their best judgment in determining when a larger vehicle is required, and the appropriate vehicle needed in order to accomplish the mission requirements of the official temporary duty.

If you have questions concerning this guidance please contact Robert A. Smith, of PFM, at Robert_Smith@ios.doi.gov or by phone at (202) 208-5684.

cc: Finance Officers Partnership