

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel/Relocation Programs – Airport Parking Expenses	REFERENCE NUMBER: 2007-024
DATE ISSUED: 09/07/07	SUPERSEDES:

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefit Officers
Personnel Officers
Personnel Transactions Staff
Personnel Transactions Supervisors
Travel and Relocation Liaisons**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Ray Asbell, Statewide Travel/Relocation Program Manager
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Department of Personnel Administration (DPA) Rules 599.615, 599.615.1, 599.626, and 599.626.1, and State Administrative Manual (SAM), Section 0755, establish guidelines to help agencies/departments determine the least costly method of transportation for State employees. It is incumbent upon each individual agency/department to review their operational needs to determine if travel expenses are justifiable, can be absorbed within their budget, and are in the best interest of the State.

In regard to airport parking costs, as a general policy, State employees on authorized travel status should use the least-costly option when parking at airports. However, if an agency/department determines that additional parking costs above the lowest-cost option are in the best interest of the State, a justification explaining the necessity for the additional cost shall be submitted with the employee's Travel Expense Claim (TEC). Agencies/departments should note that TEC's submitted without the required justification may be cut by the State Controller's Office.

Agencies/departments may consider the following items when determining if additional parking costs are in the best interest of the State:

- The direct expense, and
- The officer's or employee's time.

PML 2007-024

09/07/07

Page 2

It should also be noted that the intent of this PML is to address airport parking only; it does not address or modify existing policy as it relates to parking issues in general.

If you have questions or need assistance with the information provided above, please contact Ray Asbell at the phone number or email address listed above.

/s/Greg Beatty

Greg Beatty
Chief, Benefits Division