



United States Department of the Interior

OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2016-028 (Vol. X.C)

To: Bureau Chief Financial Officers

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

Subject: Use of Ride-Share Car Services – Such as Uber and Lyft

When travelling on official business, employees may use ride-share car services such as Uber and Lyft for transportation. However, travelers must exercise care when ordering a car service to ensure that higher surge pricing rates will not be incurred at the time of use. If surge pricing is in effect, employees should use either taxi or shuttle transportation at known fixed rates. Travelers must provide ride-share car services receipts when submitting travel voucher claim to verify surge pricing was not in effect.

Because ride-share car services are app ordered services that require profile creation and loading of charge card information, employees must ensure that the Government charge card **is not used** for personal use of car services. These services offer the option of loading two charge cards on profiles: one for business travel and one for personal travel. Failure to ensure that the Government card is not used for personal transactions violates the Department of the Interior Charge Card Policy and may result in a finding of misuse of the Government issued charge card.

Bureau Finance Officers must ensure that this guidance is distributed to employees in their respective organizations.

If you have any questions concerning this policy please contact Robert Smith at (202) 208-5684 or via e-mail at Robert_Smith@ios.doi.gov.

cc: Bureau Finance Officers
Bureau Relocation Policy Leads

Replaces: None listed