May 4, 2017

In Reply Refer To:
FWS/DFM/065496

To: Service Directorate

From: Acting Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Changes to Miscellaneous Expense Claim Rules – Laundry and Dry Cleaning Expenses

The Department of the Interior (DOI) has issued Financial Management Memorandum (FMM) 2017-001, which focuses on laundry and dry cleaning expense while in temporary duty (TDY) travel status. Currently, the Federal Travel Regulation and the U.S. Fish and Wildlife Service (Service) TDY Handbook require at least four days of lodging to receive laundry and dry cleaning reimbursement. This DOI/FMM changes the lodging requirement to at least five consecutive days in order to claim laundry and dry cleaning expenses.

Travelers who perform emergency TDY (i.e., less than a 24 hour notice) are exempt from the five day requirement. Also, if a traveler is authorized excess baggage and checks a second bag, laundry and dry cleaning expenses may not be claimed unless there are multiple TDY locations.

As a reminder in Concur, laundry and dry cleaning is reimbursed only for travel in the Continental United States (CONUS). The receipt should be included in the voucher. If a coin-operated machine is used and there is no receipt, provide an explanation in the comments that a machine was used and justify any large expense (i.e., greater than $10).

If you have any questions, please contact your Regional Travel Coordinator or Mr. Marvin Wilson, Division of Financial Management at (703) 358-1781 or marvin_wilson@fws.gov.

Attachment