



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

FINANCIAL MANAGEMENT MEMORANDUM 2019-009 (Vol X.C)

To: Bureau Chief Financial Officers JUN 06 2019

Through: Teresa R. Hunter
Acting Deputy Chief Financial Officer and Director
Office of Financial Management

From: Maribel Langas Miller
Division Chief, Financial Policy and Data Analysis
Office of Financial Management

Subject: Rental Car Size and Passenger Restrictions and Liabilities

The Department Temporary Duty (TDY) Travel Policy, section 4.10.2 "*Selecting Appropriate Rental Car*," states: "When authorized a rental vehicle, the traveler must rent a compact size car. Travelers may request approval for vehicle upgrades under the following circumstances:

- Sharing a rental vehicle with two or more Government employees who are traveling to the same TDY site; three or more total travelers;
- Accommodate the transportation of a large amount of Government equipment;
- Provides documented medical condition that requires use of a larger vehicle;
- Accommodate a traveler's physical size is such that a compact vehicle would not allow for safe operation of the vehicle. The approving official should use discretion when approving such requests;
- Require use of an SUV with off-road capabilities and possibly studded tires due to the need to access areas of extremely rough terrain or challenging weather conditions."

This memorandum adds one more circumstance that will allow the use of a larger vehicle:

A larger vehicle size is available either through the E-Gov Travel System or the Travel Management Center, at a cost that is equal to or less than the lowest cost of the of a compact size car.

Approval of rental car size upgrades should be done in accordance with Bureau Delegations of Authority.

This memorandum also serves as a reminder that rental vehicles obtained for official temporary duty (TDY) travel are to be used to transport passengers on official travel. If an accident occurs, only travelers – as defined in FTR 301-1.2 – who are on approved travel orders are guaranteed

coverage by the Government in case of injury or property loss while the vehicle is being operated for official purposes.

If you have questions on the changes to the travel policy guidance, please contact your Bureau travel policy lead, or Robert Smith, at email Robert_Smith@ios.doi.gov, or by phone at (202) 208-5684.