April 30, 1997

FISCAL MEMORANDUM 97-12

TO: Administration
    Information and Technology Exchange Center
    Divisions/Centers

SUBJECT: Travel by Public Conveyance to Airport

Effective immediately, TTI will reimburse employees for the actual cost of using a taxi, bus or other mode of mass transit to travel between their designated headquarters or residence and an airport while on official business.

The maximum amount of an employee’s reimbursement is determined by whether the travel is during working or non-working hours. The scheduled departure/arrival time of a flight determines whether travel to/from the airport occurs during working or non-working hours. If the travel occurs during working hours, the reimbursement may not exceed the reimbursement that would be paid if the employee had traveled between the employee’s designated headquarters and the airport.

If you have any questions, please contact Ms. Charlene Meier at 845-9855 or Mr. Walter Winkelmann at 845-9859.

Don Bugh
Associate Agency Director