

## **SAM - TRAVEL**

### **REIMBURSEMENT FOR PARKING CHARGES**

**0755**

(Reviewed 7/2015)

Employees using State-owned vehicles or privately-owned vehicles on official State business may be reimbursed for certain parking charges. These charges are:

1. For day parking when on trips away from their headquarters office and residence.
2. For overnight public parking when on trips away from the headquarters city and city of residence. Claims are not allowed if expense-free overnight parking is conveniently available.
3. For day parking next to their headquarters, provided they have other reimbursable vehicle expenses for the same day or are using a State vehicle. This is for employees who spend most of their time on field assignments and report to their headquarters offices occasionally. Other examples of payable expenses are expenses due to a call-back or scheduled overtime on a normal day off.

Employees parking at airports must use the less expensive peripheral parking, or adequately justify excessive parking charges.

Submit claims for parking on a TEC. Attach a receipt to claims exceeding 10 dollars for one continuous period. Regardless of the cost, the appointing authority may require submission of receipts for parking costs claimed.