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To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

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

Subject: Use of a Rental Car and Authorized Expenses

When authorized to use a rental car for official travel, employees are often offered a prepaid fuel option by rental car companies. Utilizing this option will often cost Interior significantly more than filling the vehicle at a local fuel station near the airport. The rationale is that the rental car company will charge the employees charge card to fill the car as if the fuel tank was empty, regardless of how much fuel is still left in the vehicle.

Therefore, employees should not authorize the rental car company to include the prepaid fuel option on their rental car contract. Employees are expected to fuel the rental car prior to returning it to the rental car lot. Fuel receipts should be shown to the rental car company if they are requested.

Rental of Global Positioning Satellite (GPS) Technology may also be approved in the following limited official travel situations: when a rental car has been approved; and

- To assist in accomplishing an active Law Enforcement Mission;
- To assist in response to a fire fighting mission;
- When renting a vehicle in a foreign country; or
- When official travel involves access to extremely remote locations which are not close to population centers, and where clearly marked road signs may not be present.

Bureau managers will need to determine the level of authority that approval of this expense will be established in their Administrative Delegations of Authority Handbook. Bureau managers who have been granted the authority to approve GPS rental must do so judiciously, as GPS is not a necessary expense in all official travel situations.

If you have questions on this guidance please contact Robert Smith, at Robert_Smith@ios.doi.gov or by phone at (202) 208-5684.

cc: Finance Officers Partnership

Attachment