



United States Department of the Interior

OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2017-001 (Vol. X.K)

To: Bureau Chief Financial Officers

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

Subject: Changes to Miscellaneous Expense Claim Rules

The General Services Administration released Federal Travel Regulations Amendment 2016-02; this amendment allows agencies to redefine reimbursement rules for automated teller machine fees, and Laundry and Dry Cleaning Expenses. Effective immediately, travelers will be allowed to claim laundry and dry cleaning expenses when assigned on a temporary duty (TDY) that requires five consecutive days of lodging in the Continental U.S. Travelers cannot claim laundry or dry cleaning expenses on the last day of TDY travel. If a traveler is authorized excess baggage (other than excess Government equipment) and checks a second bag for TDY travel, laundry or dry cleaning expenses may not be claimed unless the TDY travel includes destinations to multiple TDY locations during one trip.

Travelers who are directed to perform emergency TDY travel – less than 24 hours notice – are exempt from this rule and may claim laundry and dry cleaning without requiring the minimum consecutive nights of lodging.

Bureau Finance Officers shall ensure this guidance is distributed to employees in their respective organizations.

If you have any questions concerning this policy please contact Robert Smith at (202) 208-5684 or via e-mail at Robert_Smith@ios.doi.gov.

cc: Bureau Finance Officers
Bureau Relocation Policy Leads