



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D. C. 20240



May 4, 2017

In Reply Refer To:  
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To: Service Directorate

From: Acting Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Changes to Miscellaneous Expense Claim Rules – Laundry and Dry Cleaning Expenses

The Department of the Interior (DOI) has issued Financial Management Memorandum (FMM) 2017-001, which focuses on laundry and dry cleaning expense while in temporary duty (TDY) travel status. Currently, the Federal Travel Regulation and the U.S. Fish and Wildlife Service (Service) [TDY Handbook](#) require at least four days of lodging to receive laundry and dry cleaning reimbursement. This DOI/FMM changes the lodging requirement to at least five consecutive days in order to claim laundry and dry cleaning expenses.

Travelers who perform emergency TDY (i.e., less than a 24 hour notice) are exempt from the five day requirement. Also, if a traveler is authorized excess baggage and checks a second bag, laundry and dry cleaning expenses may not be claimed unless there are multiple TDY locations.

As a reminder in Concur, laundry and dry cleaning is reimbursed only for travel in the Continental United States (CONUS). The receipt should be included in the voucher. If a coin-operated machine is used and there is no receipt, provide an explanation in the comments that a machine was used and justify any large expense (i.e., greater than \$10).

If you have any questions, please contact your Regional Travel Coordinator or Mr. Marvin Wilson, Division of Financial Management at (703) 358-1781 or [marvin\\_wilson@fws.gov](mailto:marvin_wilson@fws.gov).

Attachment