

LIMOUSINE INFORMATION FOR GOVERNMENT TRAVELERS AT PICATINNY

MAXIMUM RATES: There is no TACOM-ARDEC policy specifying maximum allowance for limousine charges. It is the responsibility of the traveler and the Travel Approving Official to keep travel costs to the minimum required to perform the mission.

TRAVEL VOUCHER: The limousine fare claimed for reimbursement should show the total that includes any surcharges, parking, excess luggage handling or Limousine waiting fee. Do not list these separately on your travel voucher. You may list the driver's gratuity separately if paid separately.

GRATUITY: Travel Regulations permit 15% gratuity (Tip) for taxi/limousine drivers. The tip, when paid separately, may be claimed separately on the travel voucher as reimbursable expenses. Some companies include a gratuity into the rate. If you don't have a rate schedule for the company you select, ask about gratuity when making reservations.

JOINT TRAVEL REGULATION

C2104 USE OF AIRPORT LIMOUSINE SERVICE

A. To and From Carrier Terminals:

Reimbursement is authorized for airport limousine service fares plus tips as follows:

1. Between places of residence, lodging, and place of duty at the PDS or TDY duty station, and local terminals, (stations, airports, wharves, etc.,) of the mode of commercial or transportation used;
2. Between carrier terminals when needed due to a change of transportation and free transfer isn't provided;
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control or;
4. Between an airport and airport limousine terminal. ,

B. Tips:

In addition to the airport limousine service fare, reimbursement is allowed for a tip of \$0.15 for fares of \$1 or less, or a tip of 15 percent of the fare. When the 15 percent isn't a multiple of 5, it may be increased to the next multiple of 5.

ARDEC Travel Office
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