

**Employee Questions/Comments**  
2300-Travel

<b><u>Questions/Comments #1</u></b>	
Questions/Comments	<p>Hi, Julie,</p> <p>I have a concern about “Valet Parking” being added to the non-reimbursable travel cost. Several times I have traveled and the only available option is valet parking, especially in larger cities. I noticed on item 10 in the “Other Reimbursable Cost” that “Tolls and Parking fees” are reimbursed. I believe it would be a “necessary charge” for parking when no other option is available. Could an exception be added that allows for valet parking when no other reasonable option is available?</p> <p>Thank you! ~Matt [Connell]</p>
Response(s)	<p>If valet is the only option, and documentation is provided, we will reimburse.</p> <p>Mark Dean</p>

<b><u>Questions/Comments #2</u></b>	
Questions/Comments	<p>RE: College Vehicle Guidelines</p> <p>#9 Is there a procedure for FR, FL, and GVP?</p> <p>Cathie Oshiro</p>
Response(s)	<p>Cathie,</p> <p>We can add:</p> <p>“contact Campus Safety at 620-792-9217 or Fort Riley/Leavenworth Administration as applicable”.</p> <p>Mark [Dean]</p>