**Airport parking versus Taxi/Shuttle Service**

This past spring there were several Langley travelers audited by the NSSC regarding the cost of parking their vehicles at the airport versus using a taxi to travel to and from an airport. The end result of the audit is that the NSSC determined travelers would not be reimbursed for the full cost of parking, as it exceeded the cost of using a taxi to travel to and from the airport.

This has not been an issue NSSC has addressed with travelers or the LaRC Travel Office in the past. However, NASA Policy Requirement (NPR) 301-10.308 states:

**§ 301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?**

NASA may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal. As a prudent traveler, you should use satellite parking facilities rather than daily or valet parking facilities.

Therefore, to be in compliance with the travel requirements, when arranging travel in the future, please prepare the cost comparison to determine which mode of travel (driving and parking vs taking a taxi to and from) would be more advantageous to the government.  Whichever is more advantageous to the government should be the expense listed on the travel authorization and claimed on your expense report.

The NSSC primarily uses **taxifarefinder.com** when auditing vouchers. When comparing costs, please make sure the tip amount added to the fare estimate is 15%. The site shows three different estimated costs depending on traffic. NSSC always uses the highest estimate. If the city doesn’t pull up, you should use the average US taxi rate.

For the mileage calculation, NSSC generally uses Rand McNally.

**Rental Car Add-on Options:  Pre-Paid Fuel**

May 13, 2015 a restriction to rental car policy was added.  Immediate enforcement was implemented.  Be aware that you could become responsible for the full cost of Pre-Paid fuel should you choose to include it with your rental car agreement.  SSAI will not reimburse the pre-paid fuel expense.  Always plan ahead to make sure you have sufficient time to re-fuel your car before returning it to the rental car company.

**Subpart E—Special Conveyances**

**Rental Automobiles**

**§301-10.450 -**  (d) Travelers are not to be reimbursed for purchasing pre-paid refueling options for rental cars.

Therefore, travelers should refuel prior to returning the rental vehicle to the drop-off location.