Attachment B – FAQs

*What size/class rental car am I required to use when I’m on a temporary assignment?*

In accordance with the FDIC General Travel Regulations Sections 4.E.2, 4.E.17 and 4.E.18, employees must select the most cost-effective type of transportation that will meet official business needs, including a selection of a rental vehicle. When selecting rental vehicles, employees should take into account the size (height/weight) and number of the traveler(s) who will be using the vehicle and expected weather conditions, but should also be mindful of public perception (e.g., to avoid selecting vehicles that are too extravagant). In most cases for a single traveler, a mid-sized car should be appropriate. Supervisors have the discretion to approve larger vehicles as appropriate.

The request for a rental vehicle must be included in the employee(s) travel authorization and is subject to management approval.

*When several FDIC employees travel to the same temporary assignment, is each employee allowed to obtain a rental vehicle, or must employees share a rental vehicle? If sharing rental cars is required, how many employees must be included in each rental vehicle?*

There is no requirement which identifies a specific number of employees to share a given rental vehicle, but travelers are required to act prudently when incurring official travel costs. In situations where a group of employees will be staying in the same general location and will be traveling to the same assignment, it is generally expected that they share the rental vehicle(s) when consistent with space needs (associated with baggage/equipment) and arrival/departure schedules. Supervisors will exercise reasonable judgment in determining the number of employees who may share a vehicle.

*If I have to leave a temporary assignment due to a personal emergency, will the FDIC reimburse me for my travel expenses?*

If you must leave a temporary assignment due to a personal emergency, you will need to prepare a statement explaining the emergency and obtain your supervisor’s prior approval (see FDIC General Travel Regulations Section 6.G.3 for details).

The FDIC will reimburse you for the normal travel expenses that you incur to return to your official duty station. When returning to your official duty station, you would be allowed to use government contract airfares and no cost comparison would be required.

If the emergency requires you to travel to a location other than your official duty station, you will be reimbursed for the normal travel expenses up to the amount that it would cost for you to return to your official duty station. In this situation, you should prepare a two-way cost comparison. Please note that you would not be authorized to use government contract airfare under this scenario.