

FARES, PARKING FEES, & TIPS

- **Taxi, Bus, & Other Public Transportation Fares** - Costs for local transportation at the destination will be reimbursed when reasonable and justifiable for business purposes.
- **Parking Fees** - Reasonable and necessary costs for automobile parking will be reimbursed.
 - Remote parking at the airport is required unless there is a physical or business reason to justify an exception.
 - The least expensive parking arrangement should be used. Valet parking is discouraged but may be reimbursed if it is the sole parking available or if the traveler is using it for a physical safety or business reason.
- **Tips** - Reasonable tipping, which is normally 15% to 20%, will be reimbursed. No tips are allowed for State of Texas grants travel.