

Treasury Documentation

Subject: Parking Validation, Treasury Employees (Stationed Outside Austin Building) Conducting Business in Austin Building

For: EMPLOYEE HANDBOOK

Also See: PT-03167

Identification PT-03168
Procedure
Effective Date 6-1-2010
Replaces PT-03168 (11-1-2000)

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Treasury
Employee

Notes: Treasury employees **only** stationed outside the Austin Building who come to Treasury for business reasons or training can park at the Constitution Hall Parking Lot (CHPL) located on Allegan Street across from the Austin Building at no cost. These employees must have received prior approval from their supervisor. This parking lot is operated by Ellis Parking Co. Treasury is billed monthly for accumulated parking costs.

Sees Procedure PT-03167 for parking validation for Business Visitors visiting the Austin Building.

1. If visiting the Austin Building and employee has received prior approval from Supervisor for reimbursement, parks in the CHPL.
2. Obtains parking ticket from CHPL.
3. Takes parking ticket to Finance and Accounting Division (FAD) upon arrival to Austin Building.
4. Stamps and validates parking ticket.
5. Logs the following information on the Parking Validation Log:

FAD Staff

- A. Date
- B. Employee's name
- C. Host Bureau/Office/Division
- D. Parking ticket number
- E. Time on ticket
- F. Index
- G. Entered by.

6. Returns validated parking ticket to employee.

Treasury
Employee

WHEN: Upon Leaving Parking Lot

7. Presents validated parking ticket to the CHPL parking lot attendant to exit parking lot.

End