Campus Guest Parking Validation

Philosophy

The university charges faculty, staff, students, and visitors for parking.

There are some circumstances under which the university may choose to validate guest(s) parking. The validation process does not mean that the university is waiving the parking fee but rather that the hosting division, school, or college is electing to pay for the guest's parking through reallocation of existing budgeted dollars. No new funds will be added to any budget for the purpose of validating guest parking and validation decisions must be authorized by the Dean or Senior Vice President. In the event that a guest is issued a citation either for non-payment of parking or failing to comply with campus parking regulations, the Senior Vice President or Dean may elect to pay for the guest's citation at the full issued value.

Validation Policy

A Senior Vice President or Dean may choose to validate guest parking by reallocating existing department budget. The option to validate is at the discretion of the Senior Vice President or Dean. For consistency across the university, decisions to validate should be based on the list in Appendix 1.

Departments may login to the parking system and pre-register a guest vehicle via license plate and pay for parking using a P-Card. P-Card reconciliation and approval of charges must contain transaction detail including the name of the individual and the business reason for validation.

University funds including but not limited to use of the parking validation procedure may not be used to purchase parking permits or pay citations issued to any faculty, student, staff, or affiliate of LMU. Refer also to University Purchasing and Payment Policy and the University Travel Policy.

Annual Report

The Parking and Transportation department will produce a report at the end of each fiscal year to be provided to the Provost, Senior Vice President, and Deans detailing the number of validations and dollar amounts spent on guest parking validation during the fiscal year.

Appendix 1

Validate Parking – University budgets may be used to pay parking fee for the following:	No Validation allowed – Guest must pay parking fee
• Applicant visiting campus for a scheduled interview • Board of Trustees • Board of Regents • President's guests / VIP's • University donor prospects • Members of the Centennial Society • Advisory board members (volunteer, unpaid) • Guest lecturer (Unpaid) • Volunteers (Unpaid workers) • Elected / Government officials • Media vehicles (as determined by Community and Government Relations) • Prospective conference clients on scheduled site visits • Guests of the Jesuit community • Admissions tour participants (registered) • Police / Fire vehicles • Recruiters (including career fair) • Neighborhood / community group representatives • Individuals or teams required by NCAA/WCC regulations	• Students/Faculty/Staff without a parking permit • Job applicants visiting HR • Conference guests • Paid consultants • Hollywood Locations personnel • Athletic event attendees • Event attendees • Benefits Fair vendors • Vendors • Temporary employees (including but not limited to administrative and IT temps) • Prospective students – not registered for admissions tour or unscheduled visit)