

Reimbursable and Non-Reimbursable Expenses

Travel - Reimbursable Expenses

- o Baggage handling
- o Storage expenses
- o Business office expenses
- o Business-related calls and faxes
- o Up to 3 personal calls per day of reasonable duration
- o Currency conversion fees
- o Gratuities to porters, bellhops and other service personnel
- o Internet access
- o Laundry or cleaning expenses on trips lasting over 5 days
- o ATM fees and traveler check fees
- o Ground transportation
- o Parking and tolls
- o Travel change/cancellation fees (if required for business needs)

Travel - Non-Reimbursable Expenses

- o Airline club membership dues or one-day admission fees
- o Air-phone usage
- o Baby-sitting
- o Barbers & hairdressers
- o Clothing (purchase or rental)
- o Toiletry items
- o More than 3 personal calls each day, unless emergency circumstances are documented
- o Expenses related to vacation taken before, during, or after a business trip.
- o Frequent flyer miles
- o Helicopter services for local travel/entertainment
- o Snacks
- o Loss or theft of cash advance
- o Loss of airline tickets
- o Loss or theft of personal fund
- o Lost baggage
- o Luggage and briefcases
- o Personal reading materials
- o Medical expenses while traveling
- o Mini-bar alcoholic expenses
- o Movies
- o Personal entertainment
- o Pet care
- o Recreational expenses
- o Saunas, massages
- o Shoe Shines
- o Souvenirs, or personal

Employee Entertainment Expenses:

Reimbursable Business Occasions

- o Dissertation defense
- o Promotion
- o Welcoming a new hire to the University
- o Leaving the University
- o Years of Service/Retirement
- o Graduation of an employee/student
- o Awarding of tenure
- o Publication
- o Event or performance opening
- o Sabbatical
- o Recognition of achievement, departmental goal, honor, or thank you

Other Reimbursable Employee Entertainment

- o Departmental celebration of a holiday
- o Collective celebrations of birthdays
- o Congratulations on business related individual achievement

Non-Reimbursable Employee Entertainment

- o Showers for birth or adoption of baby
- o Engagements, weddings, anniversaries,
- o Individual birthday celebrations
- o Congratulations on personal related individual achievement