Reimbursable and Non-Reimbursable Expenses

*Note: This is not a comprehensive list, and is subject to change at any time. Refer to the Columbia Travel and Business Expense policies for complete details.*

**Travel - Reimbursable Expenses**

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

**Non-Reimbursable Expenses**

- Airline or VIP club membership dues or one-day admission fees
- Airphone usage
- Baby-sitting
- Barbers and hairdressers
- Clothing or toiletry items
- Internet charges at home
- Excess baggage costs related to personal property
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Frequent Flyer Miles (Travelers will not be reimbursed for airline tickets purchased, partially purchased or accommodations and upgrades obtained using frequent flyer miles)
- Travelers will not be reimbursed for credits issued by an airline from personal travel used to purchase airline tickets for business travel
- Credit card and Airline Rewards program-points
- Gift cards as a payment mechanism should not be used for travel and business expenses as they will not be reimbursed
- Helicopter services for local travel/entertainment
- Laundry or cleaning expenses on trips lasting five (5) days or less, unless emergency circumstances are documented
- Loss or theft of cash advance money or airline tickets
- Loss or theft of personal funds or property
- Loss or theft of personal travel used to purchase airline tickets for business travel
- Medical expenses while traveling
- Mini-bar alcoholic refreshments
- Movies
- “No show” charges for hotel or car service
- Online auction sites
- Personal entertainment
- Pet care
- Recreational expenses
- Saunas, massages, spa visits
- Shoe shines
- Souvenirs or personal gifts
- Snacks
- Tips in excess of 20%
Reimbursable Business Occasions

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

Other Reimbursable Entertainment

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

Non-Reimbursable Employee Entertainment

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