

Reimbursable and Non-Reimbursable Expenses

Travel - Reimbursable Expenses

- Baggage handling
- Storage expenses
- Business office expenses
- 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
- ATM fees and traveler check fees
- Ground transportation
- Parking and tolls
- Travel change/cancellation fees (if required for business needs)

Travel - Non-Reimbursable Expenses

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

Employee Entertainment Expenses:

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 Employee 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