

# Reimbursable & Non-reimbursable Quick Reference Guide

## Reimbursable Expenses

If reasonable and necessary, the following are examples of reimbursable expenses.

- Air and rail travel
- Alcoholic beverages purchased in conjunction with official College business entertainment (except for grants & contracts)
- Business related subscriptions
- Car rental
- Change or cancellation penalties imposed by the airlines if due to unavoidable circumstances (supporting documentation must be supplied with the T&E form)
- Gasoline for rental vehicles
- Ground transportation including taxi and metro fares, mileage for personal vehicles, parking fees, and tolls
- Hotel business center and internet charges
- Laundry/dry cleaning during trips longer than five calendar days
- Lodging
- Meals and entertainment while on official College business
- Miscellaneous (room service, luggage storage, and valet)
- Non-employee travel costs (job applicants, guest lecturers, consultants, and others)
- Registration and fees for attendance at approved conferences and seminars
- Taxes associated with transportation, lodging, and meals
- Tips associated with lodging, meals, and transportation if customary

## Non-Reimbursable Expenses

The following are examples of generally non-reimbursable expenses and should be considered a partial listing:

- Airline club membership fees
- Annual membership for charge cards
- Baggage insurance
- Car wash
- Cash advances or any pre-paid gift cards
- Cellular phones and related service fees
- Clothing
- Commuting costs to/from home and normal place of business
- Costs incurred by unreasonable failure to cancel reservations
- Dependent care
- Donations and contributions

- Entertainment under federal grants and contracts
- Excessive tipping
- Expenses that have been or will be paid or reimbursed by an outside source
- Fees, interest, and/or late charges associated with personal credit cards
- Fines or tickets resulting from traffic, parking, or other violations
- Fines and penalties
- Firearms, ammunition or explosives
- Funding of PayPal accounts
- Golf or tennis court fees, membership in country, tennis, or golf clubs, or any sporting equipment, except when part of a preauthorized group event
- Haircuts
- In-flight headsets
- Interest or late charges on a Corporate Card
- Lawn care
- Life, accident, or flight insurance premiums
- Lost, broken, or stolen property
- Luggage or briefcases
- Maid service
- Meals when traveling locally on College business
- Movies or games (hotel, theater, or rentals)
- Moving expenses
- Newspaper and magazines
- Personal items
- Pet care
- Service to independent contractors or consultants (See independent contractor policy)

For complete details please refer to the Travel and Entertainment and Procurement card policies.