

APPENDIX B -- Non-Reimbursable Expenses

The following miscellaneous expenses are **non-reimbursable**. University policy considers these expenses to be either personal, unnecessary, or avoidable expenses incurred during travel. As a result, there may be tax consequences to the travelers if reimbursed. These non-reimbursable expenses include (but are not limited to):

- 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
- Lost baggage
- Luggage and briefcases
- Magazines, newspapers, personal reading materials
- 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/Gratuities in excess of 20%