

## **Kean University Travel and Expense Policy**

Procedure Administrator: Senior Vice President for Finance

Effective: September 22, 2007

Revised: January 22, 2025

Please Note: The Travel and Expense Policy and related procedures are subject to change at any time and without prior notice.

### **PURPOSE**

This policy outlines the responsibilities of travelers and approvers for submitting and approving travel and business expenses. It also details reimbursable expenses by the University for transportation, meals, lodging, registration fees, and miscellaneous items during official or curricular University business.

### **ACCOUNTABILITY**

Under the direction of the President, the CFO is responsible for implementing this policy. Vice Presidents, Deans, Department Chairs, and all individuals involved in the Pre-Approval/Expense Report approvals are accountable for ensuring compliance with this policy.

### **APPLICABILITY**

This policy applies to all administrative employees, faculty, staff, students, and authorized travelers of the University. Employees must use Emburse Enterprise for Pre-Approvals and Expense Reports, and the contracted Travel Management Company (TMC) for travel reservations, when possible. Students representing the University follow the same travel policies as other travelers, and part-time/Academic Specialists adhere to the same rules as full-time employees.

### **ACCOUNTABLE PLAN**

An Accountable Plan allows an employer to reimburse employees on a non-taxable basis when certain requirements are met. These regulations relate to reimbursing employees for business expenses, where reimbursement is not counted as income.

The University adheres to an Accountable Plan in accordance with current IRS regulations. Under this plan, timely reconciliation (within 30 days of trip end date, or within 7 days of the statement period end date when expenses are incurred for non-travel) will not be deemed taxable to the employee. However, reconciliation of expenditures occurring after 120 days may be subject to taxable income to the employee.

Travel related expenditures would be considered taxable when submitted after 120 days from the travel end date. Non-Travel related expenditures would be considered taxable after 120 days from the transaction date of the incurred expense.

The applicable amount may be reported to Payroll Services and treated as additional taxable income on the next available paycheck and on Form W-2.

## **SALES TAX EXEMPTION**

New Jersey Sales Tax: the University is exempt from New Jersey Sales Tax. The Sales Tax Exemption certificate must be used for University business only. The use of the Sales Tax Exemption certificate for personal business violates New Jersey law.

- Sales tax included in all meals is reimbursable provided the total cost does not exceed the daily per diem rate.
- Sales tax included in all out of state lodging, airfare and all automobile rentals is reimbursable.

## **General Provisions**

1. The University will reimburse employees, students, prospective employees and other qualified vendors for all reasonable travel expenses, in accordance with this policy. Expense reimbursement must be authorized in advance. Employees must be authorized to commit the University's funds and are subject to disciplinary action up to and including the termination of employment if proper authorization is not obtained.
2. All travelers must comply with State and Federal laws and regulations, including the New Jersey Conflicts of Interest Law, the Uniform Ethics Code, and Plain Language Guide.
3. Employees traveling on official or curricular University business must exercise care when planning travel and incurring expenses. Travelers spend public funds. The use of public funds on behalf of the University is a matter of public trust. Travel arrangements should minimize travel expenses. The University reimburses only the actual and necessary expenses incidental to the performance of official duties. The University will reimburse approved expenses for transportation, meals, lodging, registration fees, and miscellaneous items while traveling on official or curricular University business. Original itemized receipts or e-receipts must be submitted for individual expense items. Reimbursements to employees will be made by direct deposit.
4. Situations not specifically authorized by this policy or special requests for exceptions to this policy require advanced written approval by the CFO. Exceptions should be minimal.
5. Individuals traveling on University business must notify their supervisor and the Travel Program Administrator in writing if travel plans are canceled or changed. It is the responsibility of the traveler to cancel and obtain refunds and/or credits as appropriate. Any travel expenses incurred that cannot be refunded are expected to be covered by the department. Failure to provide immediate notification may result in disciplinary action, up to and including termination of employment, personal liability for charges incurred by the University.
6. Any traveler who falsifies a Pre-Approval/Expense Report is subject to disciplinary action, up to and including termination of employment, personal liability for reimbursement, and criminal charges.

## **UNIVERSITY PAYMENT METHODS**

When an employee is buying goods on behalf of the university or for university related business activities, the following methods of payment should be used in the order of preference shown below.

1. **Emburse Card:** preferred method of payment for University travel and expense expenditures that is issued from an approved Pre-Approval submitted through Emburse.

2. **Corporate Card (Wells Fargo):** corporate card issued on a limited basis to University employees.
3. **Personal Credit Card/Out of Pocket:** Employees may use their personal credit card for University travel purchases. For expenses to be eligible for reimbursement, the employee must have completed a Pre-Approval prior to the trip start date.
4. **Pre-payment to Vendor by Check:** In the unusual event that a vendor is unwilling to accept an Emburse or Wells Fargo card payment from the university, follow the Kean procurement process for submitting a requisition in ESM. The check will be processed after the required documents are approved.

#### **DOCUMENTATION AND RECEIPT REQUIREMENTS**

Expense Reports must be submitted within 30 days of returning from the trip, or within 7 days of the statement period end date for any non-travel expense, or reimbursement may be denied. Expense Reports exceeding the Pre-Approval amount will route for re-approval from Approvers. Submission does not guarantee approval. Failure to get required approvals before travel may result in financial liability and legal risk for unauthorized travel under University policies.

**Non-travel expenses** - Itemized receipts or e-receipts are required for all expenditures.

**Travel-related expenses** - Itemized receipts or e-receipts are required for all expenditures greater than \$50 US Dollars.

If a receipt has been lost and cannot be obtained a Missing Receipt compliance warning within Emburse must be acknowledged for the expense. The Missing Receipt option is not allowable for the following expenses: Air, Rental Vehicle, Lodging, Conference Registration.

Per Diem meals and Mileage expenses are cash based and never require a receipt.

All expenses incurred in a foreign country must be entered in receipt currency. The reimbursement system will convert to the US Dollar amount. The University will not reimburse funds in foreign currencies.

#### **TRAVEL FUNDING**

Deans, Department Chairs, and Executive Directors are responsible for managing travel funds within their respective departments. University/Department Funded Travel is limited to:

- \$1,000 per faculty member for the presentation of original research, scholarship, or creative work.
- \$500 per faculty member for active participation or professional presentation. Exceptions are made for external grant-funded travel.

**Personal Funded Travel:** Employees traveling on official or curricular University business during regular hours using personal funds are required to complete a Pre-Approval and incur all out-of-pocket expenses.

Personal Travel in Conjunction with Business Travel: Business travel must be the primary purpose for all travel paid via university funds. Personal travel must be documented within the Pre-Approval request with clear delineation between business travel and personal travel dates and times. Employees incurring additional costs by taking personal travel in conjunction with business travel are solely responsible for and must pay for the additional costs with personal funds. When personal travel is added to business travel, a cost comparison that is documented prior to incurring travel expenses should be provided as part of the Pre-Approval request.

## **APPROVER RESPONSIBILITIES**

Supervisors and Budget Approvers are responsible for reviewing Pre-Approvals/Expense Reports to ensure the following:

- Compliance with policy, verification of funding, allowance under the travel policy, and appropriate use of funds.
- Check advances are permissible for those who qualify.
- Fiscal control and fiduciary responsibilities are upheld when committing University funds.
- The traveler is conducting official or curricular University business, exercising due care in planning travel, and verifying that expenses are ordinary, reasonable, necessary, not extravagant, and supported by a trip purpose.
- Each transaction is validated as a legitimate business expense and complies with University policies and Federal and State regulations.
- The Expense Report has an associated Pre-Approval.

Adequate funds are available to cover the transactions, the accompanying receipts and supporting documentation are attached, and the trip is consistent with its stated purpose and has been reviewed for accuracy and appropriateness.

Expense Reports are submitted within thirty (30) days after the end of travel.

- The Center for International Studies is responsible for reviewing Pre-Approvals to ensure students are not travelling to countries or regions, provinces or cities that present unacceptable risks as determined by the Travelearn Director, Center for International Studies, based on travel level advisories issued by the U.S. Department of State.

Export Control is responsible for reviewing Pre-Approvals to ensure that all planned international and research-related travel complies with export control regulations. Verifying that the traveler is not carrying any controlled technology, information, or equipment that requires an export license, checking that the destination country is not subject to trade sanctions, and ensuring that the traveler has obtained any necessary licenses or exemptions for the transfer of controlled items or information.

Ethics Approver is responsible for reviewing Pre-Approvals for the following:

- Each request meets the rules and regulations of the State Ethics Commission.
- Travelers follow the [plain language guide](#), which explains ethics rules and laws found in the NJ Conflict of Interest Law and State Ethics Commission.
- The travelers are bound by the [Uniform Ethics Code](#) and the supplemental ethics code.
- All required supporting documentation is attached and consistent with the trip purpose on the Pre-Approval.

- Expenditures for travel, subsistence, and entertainment expenses while attending events in New Jersey are reimbursable if not paid by the State. For details, see State Ethics Commission | Attendance Rules (nj.gov). [link this](#)
- As a part of the pre-approval review the Ethics approver will ensure the appropriate attachments have been provided and signed off by a supervisor.

Grants Approver is the Director, Office of Research and Sponsored Programs, and is responsible for reviewing Pre-Approvals/Expense Reports to ensure the business purpose of the travel complies with any applicable sponsored program/grant requirements.

## TRANSPORTATION

Travelers must use the most practical and economical method of transportation, including discount fares and special rate fares, with due consideration given to the time involved, extra meals, lodging costs and the purpose of the trip. Reimbursement for modes of transportation is limited to the lowest available rate with a reasonable amount of advance planning. Only the actual and necessary expenses incidental to the performance of official duties will be reimbursed. If a person travels by an indirect route for their personal convenience, the extra expense must be borne by the individual. Ground transportation distance, dates and times must coincide with the approved trip dates, destination, and scheduled agenda before reimbursement will be processed. Travel on weekends or holidays to a temporary official workstation is reimbursable from the faculty or staff member's home.

**Air:** travelers should purchase standard economy or lowest discounted fare. Business, First Class, and Premium Economy are not allowed unless the traveler pays the difference with personal funds.

- Premium Economy is only permissible with flight times in excess of three consecutive flight hours, excluding layovers, permitting budget and grant approval is secured. Anyone booking premium economy but is not eligible will be expected to pay the difference.
- Exceptions allowed for First Class (President only).
- Flights funded by grants may need to follow the Fly America Act, which mandates using U.S. carriers for federally reimbursed travel. Foreign carriers with code-sharing agreements with U.S. carriers may also be used. For federal grant travel, refer to the Fly America Act or consult the Office of Research and Sponsored Programs.
- Reimbursement above the lowest fare is allowed only if no seats are available at that fare or if higher fares result in significant cost or time savings, with prior approval.

**Rental Vehicles:** Are an allowable expense when recruiting or when traveling with students and a university van is not available; travelers may be permitted to rent a vehicle when commercial transportation facilities are not available, or their use is impractical. If the anticipated use of a rental will be long enough to justify a weekly rate instead of a daily rate, then a weekly rate should be booked. Vehicles for individual travelers should be in the 'full size' or smaller vehicle class unless a business purpose warrants a larger size. The University's designated vehicle rental agency should be used whenever possible. Travelers should rent vehicles in the University's name with the authorized traveler as the named driver. The authorized traveler must never allow another person to operate their rental vehicle and personal use for non-business related activities is not allowed. Travelers should purchase a collision damage waiver (CDW) from the rental

agency for all International University travel.

**Train/Rail:** The University will reimburse the cost of the fare when it is less than the cost of a standard coach airfare or there is a valid business purpose for this method of transportation. Business Class on Acela is considered out of policy.

**Taxicabs and Shuttle Service:** travelers should use the lowest cost transportation for trips to or from airports, train stations, etc. Taxi, rideshare, and shuttle services are reimbursable with reasonable tips when other options aren't practical. Premium services like Lyft/Uber Premium, SUVs, and limousines are not permitted. Claims should match the regular airport or shuttle service rates unless justified. Expenses must align with business purposes and official duties related to University matters.

**Privately Owned Vehicles:** Employees may use their private vehicles for official or curricular University business. Mileage reimbursement will be made at the then-current IRS business rate for the shortest distance. The personal mileage reimbursement covers all costs related to the operation of the vehicle, including service, maintenance, insurance, depreciation, and gas. Transportation and reimbursement options are subject to the department's budget and the optimal time and budgetary trade-off for transportation services. The State does not cover any physical damage to an employee's vehicle, nor will it reimburse collision or comprehensive deductibles. Parking and toll charges may be considered reimbursable expenses.

If a personal automobile is used for business purposes, individuals will be reimbursed for miles incurred that exceed their daily commute. Travel between campus and offsite locations must be authorized in advance in writing by the traveler's supervisor. The supervisor should evaluate the appropriate mode of transportation and reimbursement given the nature of the assignment. When leaving from home, the normal daily commute to the employee's Official Station is deducted from the overall mileage calculation. The Official Station is the location at which the employee is regularly assigned. For University employees, this will typically be the Union Campus, Ocean Campus, or other designated primary work location, as determined by the University

If an employee travels from the University to another assignment, they will be reimbursed for the mileage from the University to the temporary assignment. The employee must indicate on the Expense Report that the employee left from the University. If an employee is temporarily assigned to another location or on daily travel on university business and leaves from home, the employee will be reimbursed for the difference between home to the current assignment. The notion, "Home Station" should be noted next to the date of each trip.

**Transporting Students:** *Faculty and staff cannot transport students in personal vehicles.* Programs requesting a bus or van for a University-authorized activity must make arrangements with Facilities and Campus Planning if using a Kean vehicle, or with Procurement for a charter bus.

## **TRAVEL ALLOWANCE (PER DIEM) AND BUSINESS MEALS**

**Overnight / International Travel:** Reimbursement for meals follows federal per diem rates. Allowances apply as established by the General Services Administration (GSA) for domestic

trips and the U.S. Department of State for international trips. Daily meals and incidental expenses (M&IE) per diem include breakfast, lunch, dinner, and incidentals like tips to porters and hotel staff.

Per diem allowances correspond to the number of nights on official University business and are prorated at 75% on the first and last travel days. Travelers will not be reimbursed for more than the approved per diem rate, even with a receipt, unless pre-approved. Travelers should indicate per diems on their expense reports.

Per diem meals and incidental expenses may not be charged to any University-issued credit card, including the Emburse Card or Wells Fargo Corporate Card. Per diem represents a personal allowance intended to be paid using the traveler's own funds and later reimbursed through Emburse. Because per diem is not a business meal, it is never permitted to be placed on a University credit card. Charges made in error will be treated as personal expenses and must be reimbursed to the University.

Meals provided as part of a conference, hotel stay, or hosted event must be deducted from the daily per diem. Travelers are responsible for accurately indicating provided meals on their expense reports.

**Day Travel:** Meals and incidentals are not reimbursable when conducting official or curricular University business during the day.

**Business Meals (Non-Employee Hosting):** Business meals are distinct from per diem and apply only when a University employee is hosting non-employees as part of a documented business purpose. Business meals are not routine and are expected to be minimal, infrequent, and directly related to official University business.

Meals involving only Kean University faculty or staff do not qualify as business meals and may not be charged to any University-issued credit card or reimbursed. Internal meetings, department gatherings, staff meals, or routine working meals are not allowable expenses. Refreshments, coffee, or food provided solely for internal operations or internal-only meetings are also prohibited. Per diem meals, or meals intended to substitute for per diem, may not be submitted or coded as business meals under any circumstances.

Allowable business meals are limited to situations involving non-state guests such as external speakers, visiting scholars, candidates, dignitaries, or other individuals whose presence directly supports the University's business objectives. Meals or refreshments provided to students participating in official University programs or activities may also be allowable when tied to a documented institutional purpose. The presence of a student or non-state guest does not, by itself, justify a business meal; the expense must be necessary to accomplish the stated business purpose.

All business meal expenses must be supported by appropriate documentation, including a clear business purpose, an itemized receipt, and a complete list of attendees. The attendee list must

include names, titles, and organizational affiliations, along with an explanation of each individual's role in relation to the business purpose of the meal. Incomplete documentation may result in denial of reimbursement.

Any business meal that is charged in error or does not meet State or University policy requirements will be considered an unauthorized expense. In such cases, the employee will be required to reimburse the University in full.

## **LODGING**

The University reimburses lodging expenses up to the federal maximum per diem rate. For domestic travel, this follows GSA rates, and for international travel, the U.S. Department of State rates. Any amount over the federal maximum must be paid by the traveler. This applies to both grant-funded and non-grant-funded travel. Reimbursement covers actual room rental costs supported by hotel bills, up to the federal maximum per diem rate. Employees should choose quality yet reasonably priced hotels. Standards include:

- Official meeting attendees can stay at designated conference hotels even if the rate exceeds the federal per diem but should seek more affordable options when available. Special rates for state agencies and faculty/staff should be used when possible.
- Lodging should be in standard hotels, with reimbursement based on receipts from commercial establishments.
- No reimbursement for accommodations within 50 miles of the traveler's workstation
- Reimbursement covers single-room accommodations for business travelers, matching approved travel and conference dates.
- Suites and higher-priced accommodations are not covered for business purposes.
- Short-term rentals such as Airbnb or VRBO are prohibited

Personal charges must be deducted or marked as Personal Expense – Non-Reimbursable before submitting for reimbursement.

## **TYPES OF TRAVEL**

**Pre-Authorization Requirements:** All overnight travel requires a pre-approval request submitted through Emburse prior to travel. Day trips or local travel not involving an overnight stay still require a pre-approval request in Emburse.

Pre-Approval in Emburse is required before any travel is booked or any University-issued credit card is used for travel-related expenses. This includes airfare, lodging, conference fees, ground transportation, and any other travel costs. Expenses incurred without pre-approval is an out-of-policy purchase and may be considered personal and non-reimbursable.

**Athletics Team Travel:** Travel by University athletic teams and their coaches/staff for participation in athletic competitions. This is divided into two categories:

- **Regular Season:** Travel for participation in scheduled competitions, games, matches, or tournaments during the regular athletic season. This includes all officially sanctioned athletic events that are part of the team's standard competitive schedule.
- **Post Season:** Travel for participation in post-season tournaments, championships, or competitions that occur after the conclusion of the regular athletic season. These events typically result from qualifying achievements during the regular season. Note: When post-season travel is to NCAA tournaments, the NCAA will reimburse for travel expenses according to their guidelines.

All arrangements and accommodations should be made through the contracted TMC based on the projected dates of the game schedule. Athletes must complete the same paperwork required of any other traveling employee or student.

**Attendance at Convention/Conference (not presenting):** Travel to participate in professional conferences, conventions, or similar gatherings where the traveler is attending but not making a formal presentation. This type of travel is primarily for professional development or to gather information relevant to University business. If a student is participating in this type of travel, they must be chaperoned by a faculty or staff member.

**Conducting Research/Scholarship/Creative Work:** Travel undertaken to perform research activities, scholarly investigations, or creative projects. This includes fieldwork, data collection, archival research, collaborative research endeavors, or other activities that advance knowledge or creative expression within an academic discipline. If a student is participating in this type of travel, they must be chaperoned by a faculty or staff member.

**Group Travel:** Travel involving multiple University representatives (faculty or staff traveling with students) traveling together for a common University purpose. This category applies when the travel involves a collective purpose rather than individual objectives and typically requires coordination of transportation, lodging, and activities for the group. It is expected that the individual(s) sponsoring the trip would enter a pre-authorization request submitted through Emburse prior to travel thus encumbering estimated trip costs and including a roster of all individuals that would be included as part of that trip. A schedule of all planned locations must also be submitted as part of the supporting documentation. Only those expecting to have reimbursements after the trip will need to submit their own pre-authorization request.

**Individual Student Travel:** Academic field trips cover activities, conferences, and research. Students traveling with faculty or staff adhere to employee procedures. Pre-approvals are required six weeks before travel. Faculty must submit a detailed research outline when traveling

with students for research. Sponsoring groups must obtain student release forms. If an individual student requires an Emburse account, they must complete the **designated request form** in order to establish their profile, begin outlining their expenses, and request approval to travel.

**Presentation of Research/Scholarship/Creative Work:** Travel to present original contributions to the field, which fit within the academic discipline's definition of research, scholarship, or creative works. Presentations/performances must be at peer-reviewed venues and at a level that may lead to peer-reviewed publications. This category specifically applies to disseminating original scholarly contributions. In some cases, a speaker exception could be granted to receive certain fees paid for by the outside vendor. This exception would be located on the Ethics form. A resource person, who would be there to assist the speaker, can possibly also receive certain items paid for. If a student is participating in travel under this category, they must be chaperoned by a faculty or staff member.

**Recruitment:** Travel for the purpose of recruiting students or athletes to the University. This includes attending recruitment fairs, visiting secondary schools, conducting interviews with prospective students, and other activities designed to attract qualified individuals to the University.

**Regular University Business:** Overnight travel that constitutes an approved part of the employee's normal job responsibilities that is not otherwise listed. Local travel reimbursements (such as mileage only) to be considered under the Non-Travel reimbursement report type.

**Semester Abroad:** Extended travel by students, faculty, or staff for participation in or administration of academic programs at international partner institutions for a full semester. This category includes study abroad programs, teaching exchanges, research residencies, or other extended international academic experiences.

**Student Day Travel:** consists of attending official or curricular University business on behalf of the University without the need to stay overnight. One (1) faculty or staff chaperone is required for every twenty-five (25) students. Students traveling for the day as part of experiential or community-engaged learning, or co-curricular travel may travel independently to the designated location without being chaperoned on site. However, a faculty or staff member is still required to complete the pre-trip authorization in Emburse and include a supporting roster of students and a schedule of planned locations as part of the documentation.

**Student Overnight Travel:** includes domestic travel in, to, or from a destination in the United States, including its territories and possessions, on official or curricular University business. Students who travel overnight must obtain preapproval on a Co-Curricular Student Travel Registration Form—Overnight Trip prior to departure. One (1) faculty or staff chaperone is required for every twenty-five (25) students. A Clery form must be submitted before any overnight student travel.

**Student International Travel:** includes overnight travel to or from a non-U.S. destination for official University business. Students in *Travelearn* and Study Abroad Programs cover all their travel expenses, managed by the Center for International Studies. A Co-Curricular Student Travel Registration Form—Overnight Trip is required before departure. The Center for International Affairs monitors risk levels of travel destinations due to special considerations and challenges when traveling abroad. In addition, faculty leading international student travel must submit a roster of participating students and a schedule of planned locations as part of the pre-trip approval process in Emburse.

**Training/Seminars/Workshops:** Participation in professional development activities, including in-person training sessions, seminars, or workshops designed to enhance job-related skills or knowledge.

**Virtual Travel Requirements:** Faculty, staff, and students are not required to fill out a Pre-Trip Authorization in Emburse for "virtual travel" in most circumstances, including for virtual conferences and lectures. Virtual travel requests for Active Participation/Professional Presentation should be submitted via an ESM transaction with the appropriate GL code for professional development. However, Pre-Trip Authorization for virtual events is required if:

- i. The faculty or staff speaks or lectures as a representative of Kean University.
- ii. The conference sponsor pays the faculty or staff registration, or any other item.

When virtual travel requests for Active Participation/Professional Presentation are required, they should be submitted as a Pre-Trip Authorization and any expense reimbursement handled as a non-travel expense report.

**Travelearn:** Travel undertaken as part of the Travelearn program, which involves faculty and staff-led study abroad opportunities typically lasting 10-14 days. These programs combine academic coursework with international travel experiences and are coordinated through the Center for International Studies. While students are responsible for covering their travel expenses, they receive a scholarship to help offset the cost. All students must complete an overnight trip form. In addition, faculty are required to submit a roster of participating students and a schedule of planned locations as part of the pre-trip approval process in Emburse.

## **NON-EMPLOYEE TRAVEL**

The University may approve travel reimbursement or arrangements for non-employees in limited cases. These travelers, such as prospective employees, consultants, and contractors, must follow University policies and procedures and are eligible for reimbursement of reasonable expenses within budget limits. A pre-approval is required and would be submitted by the university employee arranging the trip.

**Prospective Employees:** With appropriate approval candidates for vacant/open university positions may receive reimbursement for reasonable travel expenses (including meals incurred while traveling). To be eligible, candidates must submit original receipts, and a W-9 form within 30 days. The University can facilitate travel arrangements through the contracted TMC. The respective department or college will handle the Pre-Approval process and the required vendor onboarding through ESM. Should the total expenses exceed what is deemed reasonable, the University will not reimburse candidates for the excess amount. All charges must not surpass the estimated approved amount.

**Consultants and Contractors.** The University may reimburse consultants or contractors for reasonable, pre-approved travel expenses. Agreements must include a reimbursement provision and be reviewed by University Counsel and approved by the Office of Procurement & Business Services. Consultants or contractors must submit expense details with original receipts, following University policies. The University can arrange and pay for travel through the contracted TMC.

## **REIMBURSEABLE AND NON-REIMBURSEABLE EXPENSES**

**Reimbursable Expenses:** Reimbursable expenses include those which are essential to transacting official business. Tips, gratuities and similar fees, other than for meals, are permitted, provided that the amounts paid are within normally acknowledged standards, i.e., not more than 20% of the cost of service.

Employees who have a University-issued cellular telephone and those who use their personal cellular telephone for University business must arrange in advance for an international cellular telephone plan via an IT helpdesk ticket.

**Non-Reimbursable Expenses:** A non-reimbursable expense is any expense that is not eligible for reimbursement. Generally, non-reimbursable expenses include items on the following list unless approved in advance by the CFO in special circumstances.

*If an employee, while traveling for business, takes a vacation either before or after the business trip or brings family members, the cost of the trip must be split appropriately between business and personal expenses. Only business expenses will be reimbursed.*

1. Airline or VIP club membership dues or one-day admission fees
2. Airline/car rental upgrades

3. Airline Seating: Main Cabin Extra, Preferred Seating, Delta Comfort (i.e., extra leg room)
4. Alcoholic refreshments
5. Babysitting or childcare costs
6. Barbers and hairdressers
7. Car repairs/routine maintenance or locksmith charges
8. Car washes/oil changes
9. Clothing or toiletry items
10. Cancellation and flight change fees for non-business/emergency situations
11. Credit card delinquency fees/finance charges/annual fees
12. Day Travel Meals
13. Early Bird Check In
14. Excess baggage costs for personal property
15. Expenses related to vacation or personal days taken before, during, or after a business trip
16. Frequent flyer miles (airline tickets purchased, partially purchased or accommodations and upgrades obtained using frequent flyer miles)
17. Gift Cards
18. Helicopter services for local travel/entertainment
19. Hotel suite
20. House sitting
21. Laundry or cleaning expenses
22. Loss or theft of check advance money or airline tickets
23. Loss or theft of personal funds or property
24. Lost baggage
25. Luggage and briefcases
26. Magazines, newspapers, personal reading materials
27. Meals for one-day trips
28. Medical expenses while traveling
29. Movies
30. Optional travel protection or baggage insurance
31. "No show" charges for hotel or car service
32. Parking lot services (i.e., white glove services)
33. Parking or traffic violations
34. Passports
35. Personal accident or property insurance
36. Personal entertainment
37. Personal items
38. Pet care and boarding
39. Prescriptions
40. Repairs
41. Recreational expenses
42. Saunas, massages, spa visits, gym
43. Shoeshines
44. Souvenirs and personal gifts
45. Time share
46. Trip cancellation insurance/travel insurance

47. Uber/Lyft Premium Service, SUVs, limousines, etc.
48. Short term lodging rentals (ex. Airbnb, Vrbo)

## **RESOURCES**

- University Travel and Expense Website
- [IRS Standard Mileage Rate—new rates issued every January](#)
- [Foreign Per Diem Rates—new rates issued every month](#)
- [International Meal Breakdown](#)
- International Center Website
- [Fly America Act](#)
- [U.S. Department of State Risk Level](#)
- [U.S. Department of State, Bureau of Consular Affairs International Travelers Checklist](#)
- [Center for Disease Control and Prevention](#)
- Risk Management and Insurance