

Allowable and Reimbursable Travel Expenses

Type of Expense	Allowable Travel Card Charge	Reimbursable Expense
Transportation (airline, train, tolls, parking, rental vehicles)	Yes	Yes
Gasoline- Personal vehicles	No	Employees are reimbursed the per mileage rate, see Current Maximum Reimbursement Rates
Lodging	Yes	Yes, see Travel Reimbursement Guidelines
Meals	Yes	Yes, see Travel Reimbursement Guidelines
Incidental business expenses incurred while in travel status (copies, faxes, business phone calls, postage, etc.)	Yes	Yes
Conference/Registration Fee	Yes	Yes
Reference materials (books, tapes, and videos) available only at the Conference	Yes	Yes
Business meeting expenses (equipment rental and meeting room charges)	No- Use Purchasing Card	No – See Purchasing
Personal hotel costs (movie charges, personal phone calls, safe fees, etc.)	Yes	No
Conference related costs (spouse/guest registration fee, meals, and entertainment/evening events specifically associated with the conference.	Yes	No
Laundry and dry cleaning (e.g.> 5 days official travel)	Yes	Yes, see Travel Reimbursement Guidelines
Movies or other entertainment not part of the hotel bill or conference charge	No	No
Gifts and souvenirs	No	No
Professional development and credit-bearing courses (<i>Payment method does not change the current practice of obtaining the necessary ADVANCE approvals for reimbursement of these courses.</i>)	Yes	Yes
Traffic Violations/Parking Citations of any kind, regardless of the type of vehicle used	No	No