



Non-Reimbursable or Payable Items

This list is not intended to be comprehensive. If an item is not listed and you are unsure if it is reimbursable, contact Procurement and Payment Services. Travelers will not be reimbursed for nor payment made for the following expenses:

Any Expense for goods or services considered a personal expense, including:

- Airline lounge passes/club memberships (except where allowable for travel, see Lodging)
- Airport security programs
- Annual fees for personal credit cards
- Barber, toiletry or clothing items
- Any clothing or personal apparel, purchased or rented
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Health club, exercise room fees, spas, saunas, massages
- Insurance for personal car
- Insurance for rental car during personal use (i.e. extended a business trip for leisure)
- Items confiscated from airport security
- Laundry charges (for trips less than five days)
- Movies (in-flight or in-room)
- Medical care while traveling
- Personal gifts
- Personal property insurance
- Personal reading materials (e.g. magazines, newspapers)
- Personal telephone calls (non-cell phone) in excess of reasonable calls home
- Shoe shines

Any expenses related to the personal negligence of the traveler, including:

- Airline change fees resulting from personal negligence or personal change reason
- Corporate card delinquency fees or finance charges
- Loss or theft of airline tickets (loss or theft of electronic airline tickets due to hacking is permissible)
- Loss or theft of personal funds or property
- "No show" charges for hotels or rental cars
- Parking tickets, traffic violations, or personal auto repair

Fines or Fees, including:

- Parking tickets, traffic violations, or auto repair
- Traffic tickets, towing, booting, and fitness fees
- Traveler's check fees

Loss or damage expenses for personal property, including:

- Items confiscated by airport security
- Lost baggage
- Loss or theft of airline tickets
- Loss or theft of personal funds or property

Entertainment and recreational expenses, such as fees for social or non-mandatory activities at conferences, inordinately expensive meals and lodging, videos or movies charged to hotel/motel bills, including:



- Alcoholic beverages purchased in a non-business capacity
- Club memberships for business or pleasure
- Golf fees/ski lift tickets, etc.
- Sporting events
- Theatre

Vehicle expenses (e.g. other than rental, mileage, parking and tolls), including:

- Locksmith
- Repairs to personal vehicles
- Towing and booting charges
- Vehicle maintenance

Travel expenses (including child care) related to family members or companions, including:

- Babysitting
- Day care
- Pet care

Any other expense that is not allowed by a sponsored project