Non-reimbursable expenses include but are not limited to the following:

- **Airline Clubs**
- **Alcoholic beverages**
- **Charge incurred for failure to cancel hotel reservation ("no show" charges)**
- **Charge incurred for failure to cancel travel reservation ("no show" charges)**
- **Clothing, toiletry items, or personal care items**
- **Commuting between home and campus**
- **Corporate charge card delinquency assessments**
- **Corporate charge card delinquency assessments (late fees) due to action of traveler**
- **Costs associated with receiving dependent care (such as childcare, eldercare and/or pet care) are not reimbursable**
- **Donations to charities/Non-profits**
- **Employee parking permits or fees**
- **Expenses submitted for reimbursement more than 60 days after expenses were incurred**
- **First class or business class airfare upgrades vouchers**
- **Gifts to friends or relatives even in lieu of meals and lodging**
- **Laundry, dry cleaning or pressing of clothes expenses (travel under 7 days)**
- **Loss or damaged baggage**
- **Luggage fees**
- **Magazines, newspapers, personal reading materials, and textbooks/study materials**
- **Movies**
- **Other items that may be deemed unrelated to Student Activity Fee use (at the discretion of the Director of the Student Activity Fee Accounts Office)**
- **Parking tickets, traffic violations and court cost**
- **Personal expenses (such as entertainment, hotel room movies, theater tickets, prescriptions, over the counter drugs, hair services, massages, golf, health club facilities, etc.)**
- **Personal portion of airfare, hotel or rental vehicle**
- **Travel accident insurance premiums/any insurance**