

## Matrix of Travel and Business Expenses

This Matrix is an accompanying document to the Employee Travel and Expense Reimbursement Policy, and provides examples of various expenses. Please consult both resources for complete information regarding travel and business expense reimbursements. There should be only one expense report per trip. If expense report is related to mileage, or other non-travel related expenses, then one expense report per month should be submitted.

Expense reports must be submitted timely:

- Expense reports must be submitted no later than 60 days after the trip end date (or expense purchase date for non-travel expenses).
- If expense reports submitted after 60 days are determined to be reimbursable, the amount will be reported to Payroll.
- Expenses submitted for reimbursement more than 12 months after the expense was incurred will not be reimbursed.

Transportation			
Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
<b>Ground</b>			
Rental Vehicles	Yes	Business purpose required. Prefer Advance planning and direct pay via Concur and the Travel Office	Itemized receipt including travelers name, rental dates, rate, rental car class, and total amount paid. Provide business purpose.
Collision Insurance or Loss/Damage Waiver on rental cars (Domestic)	No	Car rental insurance, including Collision Damage Waiver (CDW) and Liability, are not reimbursable when renting in the United States, Puerto Rico, and Canada.	
Collision Insurance or Loss/Damage Waiver on rental cars (International)	Yes	When renting outside of the U.S., Puerto Rico and Canada, travelers must purchase collision damage waiver (CDW) insurance because of unique laws in foreign countries, complications in settling claims, and personal policy restrictions.	Itemized receipt including travelers name, rental dates, rate, rental car class, and total amount paid. Provide business purpose.
Gas/Fuel for Rental Cars	Yes	When utilizing rental cars, travelers may purchase fuel service options only as long as the traveler is charged for gallons used and not for a full tank. Receipts providing gas/fuel for a rental car are allowed.	Itemized receipt/documentation providing amount paid.
Personal Car Mileage	Yes	Mileage reimbursement provided at IRS/NSU rate when using a personal car for business purposes. Maximum of 300 miles one way, or 600 miles round trip.	Use the Mileage Calculator tool in Concur to calculate miles driven. If you do not use the calculator, then you must provide documentation on how mileage was created, and provide additional comments detailing why the Mileage Calculator was not used.
Commuting between home and work - Hybrid	No	Employees working a hybrid schedule will not be reimbursed for travel to/from their Primary Work Location .	
Commuting between home and work - Fully Remote < 50 miles	No- with exception	Fully remote individuals with a Primary Work Location within 50 miles of an NSU campus, will not be reimbursed for mileage traveling to the Primary Work Location. They will be reimbursed if traveling to an alternate work location that is greater than the standard commute.	Use the Mileage Calculator tool in Concur to calculate miles driven, and account for the standard commute.
Commuting between home and work - Fully Remote >50 miles	Yes	Fully remote individuals with a Primary Work Location that is not within 50 miles of an NSU campus, will be reimbursed for all mileage traveled.	Use the Mileage Calculator tool in Concur to calculate miles driven.

Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
Personal vehicle maintenance/repairs	No		
Parking	Yes	Allowed off campus for business purposes.	Receipt/documentation providing amount paid.
Tolls	Yes		Receipt/documentation providing amount paid.
Traffic Citations (moving violations), parking tickets, court fees and other fines	No		
Taxi/bus/rideshare/local ground transportation	Yes	Allowed off campus for business purposes.	Receipt/documentation providing amount paid and business purpose.
Tips (for taxi/bus/rideshare/ground transportation)	Yes	Amount at travelers discretion up to 20%. Amounts over 20% will not be reimbursed.	Document tip amount provided on receipt.
Transportation costs for on campus travel	No	On campus and ground transportation within 1 mile of main place of business is not reimbursable.	
<b>Air</b>			
Coach/main cabin	Yes	Optimal airfare booking is between 14-120 days prior to departure.	Travel Request to be entered into Concur. If self-paying, then receipt and documentation must be submitted upon completion of the trip, and included on the expense report with all other travel related expenses for that trip. Documentation must include passenger name, amount paid, Ticket or Confirmation Number, Issuing Airline or Website Provider, Class of Service, Origin and Destination, Dates of Travel, Flight Numbers, and Airline Operating the Flights (for verification of Fly America Act compliance on federally funded international flights)
Upgrades up to and including Business or First Class	No - with exceptions	Permitted if traveler has a medical requirement, or instances when coach accommodations would require travel during unreasonable hours or greatly increase the duration of the flight.	Must be submitted in Concur and include a letter of approval signed by the VP or Dean.
Seating (preferred, economy exit-row seating)	No	Purchase of reserved and exit row seating is not reimbursable. Exceptions made when an airline requires travelers to pay a fee to reserve coach/economy seats.	Receipt/documentation providing amount paid.
Checked luggage	Yes	Up to two checked bags.	Receipt/documentation providing amount paid.
Excess baggage or excess baggage weight	Yes	Business purpose for expense must be documented.	Receipt/documentation providing amount paid and business purpose required.
Lost baggage	No		

Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
Tips/Gratuities for Baggage handlers	No	Tips/Gratuities to baggage handlers are included in the incidental per diem expenses.	
<b>Rail</b>			
Train	Yes	Business class permitted when lowest available fare is not exceeded.	Travel Request to be entered into Concur. If self-paying, then receipt and documentation must be submitted upon completion of the trip, and included on the expense report with all other travel related expenses for that trip. Documentation must include passenger name, amount paid, Ticket or Confirmation Number, Class of Service, Origin and Destination, Dates of Travel, and company providing service.
<b>Lodging</b>			
Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
Continental United States (CONUS)	Yes	Reimbursed at cost, for reasonably priced lodging at the best available rates offered.	Itemized receipt that includes traveler's name, hotel name and address, check-in and check-out dates or dates of stay, and total paid. If traveling in peak period, and daily rate is greater than \$275, must be authorized by the Dean/VP.
All locations outside of the contiguous United States (OCONUS and International)	Yes	Reimbursed at cost, for reasonably priced lodging at the best available rates offered.	Itemized receipt that includes traveler's name, hotel name and address, check-in and check-out dates or dates of stay, and total paid.
Shared Expenses	Yes	Applicable when a receipt/expense covers two or more travelers. Reimbursement may be split between the travelers or paid to one depending on who paid for the expense.	Cross referencing of the expense reports is required when there are shared expenses.
Mini Bar Charges	No	Included in per diem allowance	
Tips/Gratuities for hotel staff	No	Tips/Gratuities to hotel staff such as porters, bellhops, housekeeping, etc. are included in the incidental per diem expenses.	
<b>Meals</b>			
Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
Meal and Incidental Expense (M&IE) / Per Diem Allowance	Fixed allowance	Traveler must be in overnight status and provide lodging location. First and Last day of travel are reimbursed at 75% of rate.	No receipts required - do not attach. Use Per Diem Reduction expense type in Concur to reduce per diem allowance if meals were otherwise provided by a conference or business meeting. Expense reports claiming a meal allowance must also include an expense type for accommodations, supporting an overnight stay.
Tax/Tips for Meals while in Travel Status	No	Tax/Tips while in travel status are included in the per diem allowance/rate.	

Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
Meal reimbursement when required by meeting or conference	Yes	This would be an additional charge above a conference/meeting registrations fee. Cannot be claimed in addition to a per diem/M&IE allowance claim.	Itemized receipt, business purpose, and supporting documentation such as conference or meeting agenda.
Business Meals while in travel status	Yes	Hosting guests of the University (not for employees of NSU). The related meal must be excluded from the Per Diem allowance during that trip.	Itemized receipt with total amount paid. Affiliation of guests hosted, business purpose of the function, and location of the meal.
Business Meals with employees while NOT in travel status	No - with exceptions	Must be able to clearly document the business purpose for the meal, including an agenda, and substantiation on why the business activity could only occur during a meal.	Itemized receipt with total amount paid. Detailed business purpose of the function, and location of the meal.
Business Meals with Guests while NOT in travel status	Yes	Campus facilities should be used whenever possible. Meals should only include principal people involved in the decision-making process. Reimbursement will not be made for entire departments or large numbers of staff.	Detailed itemized receipts with total amount paid, business purpose, name of guest and affiliation, and location of the meal.
Spouse/Companion Travel Expenses	No	Any exceptions will be considered taxable income to the employee.	Any exceptions must include explicit approval by the appropriate reporting line executive (Provost, COO, or President, as applicable)
Tips for Business Meals	Yes	Amount at Employee's discretion up to 20% of the bill (excluding Tax). Amounts over 20% will not be reimbursed.	Document tip amount provided on the related receipt.
Alcohol	No - with exceptions	Allowed when hosting a recruiting, fundraising, or business meal/event where alcohol is an expectation of the guest.	Itemized receipt with total amount paid. Affiliation of guests hosted and business purpose of the function. Cannot charge to a sponsored project.

## Miscellaneous

Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
Additional Insurance	No	Examples include travel protection and cancellation plans.	
Business calls	Yes	Typically part of a lodging bill or additional charges for international business calls on a cell phone plan - should be reasonable in frequency and duration.	Receipt/documentation providing amount paid.
Business office expense (postage, copy services, etc.)	Yes	Applicable only as the expense pertains to the business purpose.	Receipt/documentation providing amount paid.
Childcare or Eldercare costs	No	Costs for children and child care or elder care providers, are non reimbursable.	
Clothing or toiletry items	No		
Club memberships	No		
Conference registration	Yes	Prepay via Ariba if venue will accept a check. If paid out of pocket, will not be reimbursed until travel has occurred.	Receipt/documentation providing amount paid. Include on the Concur expense report with all other expenses associated with attending the Conference.
Corporate Card delinquency fees	No		

Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
Currency Conversion Fees	Yes - with exceptions	Yes, only if using expense from credit card/receipt where in home currency and conversion fees were charged. No if using the conversion tool in Concur as it includes a conversion fee factor.	Itemized credit card statement showing the fees charged.
Donations	No	All University donations must be made via a check request in Ariba, where payment is being made directly from NSU to the entity receiving the donation.	When submitting in Ariba, must include documentation that the organization receiving funds is a not-for-profit.
Expenses related to vacation or personal days taken before, during or after a business trip	No		
Gift cards / Gift Certificates	No	includes any other cash or cash equivalents	
Gifts to friends or relatives	No	Not even in lieu of meals or lodging	
Haircuts and personal grooming	No		
Inoculation costs	Yes	Reimbursement after travel has occurred related to approved NSU business travel only, when the inoculation was required in order to travel to the location.	Receipt/documentation providing amount paid.
Internet Costs	Yes	Reimbursable when the expense is incurred when an employee is in Travel Status.	Receipt/documentation providing amount paid.
Laundry and dry cleaning expenses	No- with exception	Reimbursable when the employee is in Travel Status for 7 days or more	Receipt/documentation providing amount paid.
Loss or theft of cash advance money or airline tickets	No		
Loss or theft of personal funds or property	No		
Magazines, newspapers or personal reading materials	No		
Movies	No		
Moving Expense	No	Refer to Human Resources Moving Allowance Policy for information on reimbursements associated with moving expense.	
No-show/Cancellation fees (flights, rail, lodging)	No - with exceptions	Travelers are encouraged to make transportation and lodging arrangements that do not have cancellation penalties. Exceptions may be made in circumstances beyond anyone's control (natural disasters, safety and weather cancellations, etc.) or circumstances that occurred due to business reasons, and bereavement.	Receipt/documentation providing amount paid.
Passports	Yes	Reimbursement after travel has occurred for associated application and shipping costs related to approved NSU business travel only.	Receipt/documentation providing amount paid.
Personal expenses	No	Includes entertainment, hotel room movies, theater tickets, massages, golf, health club facilities, prescriptions, over the counter medications, etc.	
Personal Portion of Travel	No		
Pet Care	No		
Recreational expenses	No		
Saunas or massages	No		

Expense Item	Reimbursable?	Additional Information	Reporting & Receipt Requirements
Shoe shines	No		
Spouse/Companion Travel or Meal Expenses	No	Any exceptions, will be considered taxable income to the employee.	Any exceptions must include explicit approval by the appropriate reporting line executive (Provost, COO, or President, as applicable)
Tips/Gratuities	Yes - with exceptions	Tips/Gratuities are reimbursable. If the tip is related to expenses that occur during travel status (such as during meals, or tips to baggage handlers or hotel staff), then they are not reimbursable as they are included in the Meal and Incidental per diem	Tips are not a separate expense type. Document tip amount provided on receipt, and include in the related expense type.
Travel Accident Insurance	No		
Travel Costs paid with Points	No	Points that have been redeemed for hotel or travel charges are not reimbursable, nor are any related membership fees.	
Trusted Traveler Programs	No		
Visas	Yes	Reimbursement after travel has occurred for associated application and shipping costs related to approved NSU business travel only.	Receipt/documentation providing amount paid.