

NON-REIMBURSABLE ITEMS

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