NON-REIMBURSABLE ITEMS

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

- Airline Clubs
- Alcoholic beverages
- **Books, Textbooks, and study materials**
  - Books must be purchased through NSU Bookstore, please contact studente@nova.edu
- Charge incurred for failure to cancel hotel, cancel airfare, and/or car rental reservations ("no show" charges)
- Clothing, toiletry items, or personal care items
- Commuting between home and campus
- Corporate charge card delinquency assessments and late fees due to action of traveler
- Costs associated with receiving dependent care (such as childcare, eldercare and/or pet care)
- 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
- Gift Cards and/or certificates
- Gifts to friends or relatives even in lieu of meals and lodging
- Laundry, dry cleaning or pressing of clothes expenses
- Lost or damaged baggage
- Magazines, newspapers, and personal reading materials
- **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 costs
- 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

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