Policy 2.104
Travel - Non-Reimbursable or Payable Items

Responsible Official: Vice President for Finance/Chief Financial Officer
Administering Division/Department: Travel Policies
Effective Date: January 01, 2014
Last Revision: August 20, 2014

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Overview

The purpose of this document is to provide a list of non-reimbursable or payable expenses that may be incurred while traveling on behalf of the University.

Applicability

The Travel Policies apply to faculty, staff, students, and non-employees traveling on behalf of the University and seeking reimbursement or payment for travel-related expenses from Emory University funds, regardless of the funding source.

Policy Details

Traveler Responsibility

It is the responsibility of the traveler to act in good faith and in the spirit of the policy to know which items are considered reimbursable or payable and which are considered personal expenses.

Responsibility of Higher Level Approvers

Higher Level Approver must ensure that:

- the traveler is aware of the Emory Travel Policy in advance of the travel;
- travel expenses were incurred while conducting authorized University business;
- travel expenses were necessary, reasonable and consistent with University policies and the stated business purpose;
- an expense report includes the required documentation; and
- travel expenses meet any and all Sponsored Program guidelines, if applicable.

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
Airport security programs
Annual fees for personal credit cards
Barber, toiletry or clothing items
Evening gown rental or tuxedo rental
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)
Insurance for domestic rental car for business use
Insurance for travel or baggage
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 cell phone monthly fees/minutes
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 personal funds or property
“No show” charges for hotels or rental cars
Parking tickets, traffic violations, or auto repair

Any expense considered to be an upgrade of service, including:

Airport security programs
Preferred seating and business/first class on non-stop flights less than six hours
Hotel room upgrades
Frequent flyer miles or any loyalty program points or fees
Mini-bar alcoholic refreshments
Rental car upgrades to premium or luxury class

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:

Insurance for rental car during personal use or domestic business use
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

Related Links

- Current Version of This Policy: http://policies.emory.edu/2.104

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement and Payment Services</td>
<td>Customer Care</td>
<td>404-727-5400</td>
<td><a href="mailto:actspay@emory.edu">actspay@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

- Version Published on: Dec 10, 2013 (Added "Travel" to title)
- Version Published on: Dec 10, 2013
- Version Published on: Feb 13, 2013
- Version Published on: Aug 23, 2011
- Version Published on: Mar 31, 2010 (Original Publication)

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.