Policy 2.104
Non-Reimbursable or Payable Items

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.104 for the current version.

Responsible Official: Vice President for Finance/Chief Finance Officer
Administering Division/Department: Procurement Services
Effective Date: April 01, 2010
Last Revision: March 31, 2010

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Revision History

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

2.104.1 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.

2.104.2 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.

2.104.3 Non-Reimbursable or Payable Items

This list is not intended to be comprehensive. If an item is not listed, contact the Travel Services Manager to find out if it is reimbursable or payable.
Travelers will not be reimbursed for, nor payment made for the following expenses:

- Airline lounge/club memberships
- Airline preferred seating fees
- Airline change fees (resulting from personal change reasons)
- Airport security programs
- Alcoholic beverages purchased in a non-business capacity
- Annual fees for personal credit cards
- Baby-sitting/day care, pet care
- Barbers and hair salons
- Clothing or toiletry items
- Corporate card delinquency fees or finance charges
- Club memberships for business or pleasure
- Entertainment (e.g., sporting events, theatre)
- Evening gown rental/tuxedo rental
- Excess-weight luggage fees, unless business reasons dictate
- Excessive volume of checked bags, relative to the trip
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Frequent flyer miles or any loyalty program points or fees
- Golf fees/ski lift tickets, etc.
- GPS devices (for personal car or rental car)
- Health club, exercise room fees, spas, saunas, massages
- Hotel room upgrades
- 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 by airport security
- Laundry charges (for trips less than five days)
- Loss or theft of airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Medical expenses while traveling
- Mini-bar alcoholic refreshments
- Movies (in-flight or in-room)
- "No show" charges for hotel or car rentals
- Parking tickets, traffic violations, auto repair
- Personal gifts
- Personal cell phone monthly fees/minutes
- Personal telephone calls (non-cell phone) in excess of reasonable calls home
- Personal property insurance
- Personal reading materials, (e.g., magazines, newspapers)
- Rental car upgrades to premium or luxury class
- Shoe shines
- Traffic tickets, parking tickets, towing, booting, and fitness fees
- Traveler’s Checks fees

Related Links

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

Revision History

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.