Student Reimbursable Expenses – ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED

- Air Travel
  - Lowest coach class or special reduced airfare
  - Most direct or economical route
  - Travelers may opt for reimbursement of weekend meal and hotel expenses if cost is not more than airfare savings for Saturday stay over

- Ground Transportation
  - Transportation to and from the airport at point of destination
  - Auto rental charges when adequate public transportation isn't available and with management approval
  - Fares for business purposes
  - Mileage reimbursement for use of personal vehicle will be reimbursed at .50 cents per mile.
  - Tolls

- Lodging
  - Room and tax for nights of conference and for employee traveler only.

- Meals
  - Reimbursement is for the reasonable cost of three meals per day- up to $75 including tax and tip (maximum tip allowance per meal - 20 percent).

- Other
  - Business telephone charges
  - One personal call per day for overnight travel
  - Conference registration fee
  - Fees for traveler's cheques
  - Business-related parking
  - Reasonable "non-meal" tips for baggage, cab, bellhops, etc.

Non-Reimbursable Expenses

- Alcoholic beverages
- Auto insurance (personal and rental)
- Laundry charges
- Expenses for non-business guests
- Meals within 50 miles of home or principal work location
- Non-business entertainment, including transportation to and from entertainment
- Personal expenses
- Travel insurance