

2365 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY- NON-REIMBURSABLE ITEMS

RESP. OFFICE: PURCHASING SERVICES
APPROVAL: DIRECTOR OF PURCHASING
EFFECTIVE: JULY 1, 2010
LAST REVIEW/REVISION: MARCH, 2012

PURPOSE

To provide guidelines with regard to non-reimbursable expenses that may be incurred while traveling on behalf of the University.

Other policies are provided for specific travel and entertainment (T&E) topics in the policy number series 2351 through 2370 and are listed at 2351.1 Travel and Entertainment Reimbursement- Detail Listing.

SCOPE

The T&E policies and procedures apply to all individuals, including employees, students, and non-employees, traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

TRAVELER AND ENTERTAINER RESPONSIBILITY

It is the responsibility of the traveler to be familiar with which items are considered reimbursable and which are considered personal expenses.

RESPONSIBILITY OF APPROVERS

The TAC (Transaction Authorization Card) holder assists the travelers and entertainers, as well as their higher level approver, when applicable, with understanding and complying with the process outlined below and ensures that all documentation requirements have been met prior to submission of reimbursement requests to the central processing organization.

It is the responsibility of the TAC holder to review expense reports prior to submission to the central processing office to ensure that there are no non-reimbursable items listed on the Travel and Entertainment Expense Report.

POLICY

- 1) The Travel Administrator has tried to make this list comprehensive. However, if an item is not listed, that does not mean that it is automatically reimbursable. Contact the Travel Administrator for clarification.

- 2) Travelers will **not** be reimbursed for the following miscellaneous expenses:
 - airline club membership dues
 - air phone usage
 - alcoholic beverages if purchased in a non-business capacity
 - annual fees for personal credit cards
 - auto repairs
 - baby-sitting/day care
 - barbers and hair salons
 - personal cell phone monthly fees
 - clothing or toiletry items
 - corporate card delinquency fees or finance charges
 - club memberships for business, pleasure or recreation
 - expenses related to vacation or personal days taken before, during, or after a business trip unless they resulted in the reduction of the total cost of the trip.
 - golf fees/ski lift tickets, etc.
 - health club or exercise room fees
 - items confiscated by airport security
 - frequent flyer upgrades
 - spa charges
 - laundry charges (unless trip is 5 days or longer)
 - limousine/sedan services (see Policy 2360 for exceptions)
 - loss or theft of airline tickets
 - loss or theft of personal funds or property
 - medical expenses while traveling
 - mini-bar alcoholic refreshments
 - movies (in-flight or in-room movies)
 - "no show" charges for hotel or car services (see Policy 2358 for exceptions)
 - optional travel or baggage insurance
 - parking tickets or traffic violations
 - personal entertainment i.e. sporting events, theatre, etc.
 - personal telephone calls in excess of reasonable calls home
 - personal reading materials i.e. magazines, newspapers
 - pet care fees
 - rental car options such as LDW, PAI and liability
 - rental car upgrades to premium or luxury class
 - repairs to personal vehicles
 - saunas, massages
 - shoe shines
 - souvenirs or personal gifts
 - tuxedo/evening gown rentals

- 3) Travelers will be reimbursed for the following miscellaneous expenses incurred while on University business:
 - business office expenses (faxes, copying services)
 - business phone calls
 - conference fees
 - currency conversion fees
 - gasoline (only if using a rental car or a Penn-owned vehicle)
 - ground transportation (taxi, bus, airport vans, etc.)
 - immunization costs if associated with an upcoming Penn authorized international business trip
 - internet access fees
 - laundry/dry cleaning/suit pressing on trips exceeding five days

- local mileage to and from the airport
- parking and tolls
- reasonable number of personal telephone calls home
- reasonable tips
- reasonable fees related to the issuance of visas and passports for Penn authorized international business trips

If extenuating circumstances exist, the traveler or entertainer must complete a Reimbursement Justification form and have it approved by the Higher Level Approver.

- 4) In general, gifts and gift certificates are non-reimbursable. [Click here](#) for the gift policy.