



EXPENSES AND TRAVEL POLICY 110

APPENDIX A

Examples of Non-Reimbursable Expenses (not a full listing):

- Airline club memberships
- Alcoholic Beverages (subject to be approved for business purposes)
- Any expense which is not essential to College business
- ATM fees
- Child/dependent care
- Coffee, water, or beverages (not part of a meal)
- Commuting mileage, between your home and work location
- Expenses for failing to cancel transportation or accommodations
- Expenses of a travelling companion, except in the case of an approved accommodation
- Extra baggage claim
- Fitness room fees, spa services, in-room movies, mini bar charges, and any other related expenses
- Home or pet care
- Late check-out fees
- Loss or damages to personal property while traveling
- Magazine/newspapers
- Mileage incurred by an individual other than an employee
- Passport costs
- Personal credit card fees
- Pre-boarding fees, upgrade and seat-change fees, as well as expenses incurred while in flight for such things as alcohol, earphones, and in-flight movies
- Registration fee for shared car services is not reimbursable
- Snacks
- College-related business software/software license not explicitly approved for purchase by the College
- Toiletries & other personal items
- Traffic fines & parking tickets