

## **Business, Travel and Hospitality**

### **List of Non-Eligible Expenses**

The following expenses will not be reimbursed:

1. Credit card fees or interest charges.
2. Uninsured losses to vehicles.
3. Parking and traffic fines, car washes, additional insurance that is not required.
4. Non-hospitality entertainment costs including tickets to shows or sporting events.
5. Attendance at political fundraising events.
6. Failure to cancel transportation or hotel reservations.
7. Lost tickets, cash or personal property. Employees are responsible to ensure that their personal insurance provides adequate coverage for personal property.
8. Personal extensions to travel while on College business are the responsibility of the employee.
9. Passport photos and passport application fees.
10. An employee's travel companions.
11. Hotel services such as pay per view movies, spa, mini bar, etc.
12. Donations to charities.

**Reference: Policy C3002**

**June 19, 2015**