





Business, Travel and Hospitality - List of Non-Eligible Expenses

Please note:

-  Claims must include original, itemized receipts unless per diem rates are being claimed.
-  Claims should be submitted no later than one month following the expenditure.
-  Non-receipted expenses will not be accepted unless there are extenuating circumstances.
-  Travel advances must be cleared within 30 days of completion of travel.

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.
13. Coin meter parking without description of time and purpose.
14. Gifts to college staff or departments for any reason.
15. Supplies for common areas such as coffee, milk, air freshener etc. will not be reimbursed. The College will reimburse for dish soap and **one** shared coffee maker per kitchen area. The coffee maker can be purchased through our contracted office supplier - Staples Advantage on www.eway.ca. The coffee maker can also be purchased at your choice of vendor.