

Summary of Reimbursable and Non-Reimbursable Expenses for Travel

NOTE: CHECK WITH YOUR DEPARTMENT ADMINISTRATOR TO DETERMINE IF YOUR UNIT'S OR SPONSOR'S REIMBURSEMENT LIMITS AND RECEIPT REQUIREMENTS ARE DIFFERENT THAN WHAT IS LISTED BELOW.

For transactions using the College of Engineering department ID's (210000 – 227599), the summary of reimbursable and nonreimbursable expenses is posted on the [Michigan Engineering Travel and Hosting](#) website.

In some cases, the receipt documentation is different when the transaction is charged to a PCard. A notation is made by each expense where this is different.

Expense while on TRAVEL STATUS	Reimbursable?	Receipt Needed?	Receipt Documentation
Airfare and Rail	Yes Limited to Coach class only.	Always	One of the following: <ul style="list-style-type: none">• Last page of airline ticket• Email confirmation from the airline showing points of departure and arrival, departure date, arrival date, class of airfare and amount paid• Original cancelled check for airfare• Original credit card statement showing airfare payment
Lodging	Yes	Always	One of the following: <ul style="list-style-type: none">• Original itemized hotel bill• Original cancelled check for payment of hotel• Original credit card statement showing hotel payment
On-line packages that includes Airfare and Lodging	Yes	Always	An itemized confirmation showing the destination, payment amount, a statement that the payment includes both lodging and airfare and travel dates.

Expense while on TRAVEL STATUS	Reimbursable?	Receipt Needed?	Receipt Documentation
Rental Cars	Yes	Always	The original car itemized rental receipt showing the dates, the points of departure, detailed cost and amount paid.
Gas for Rental Cars	Yes	Always	The original itemized paid receipt.
Registration	Yes	If the registration fee is equal to or greater than \$75.	The original itemized paid receipt. Include conference brochures or name tags when available.
Registration charged to a PCard	No, but allowable on the PCard.	None needed when charged to a PCard.	
Meals	Yes	If the total meal, tax and tip is equal to or greater than \$75.	The original itemized paid receipt. Tear away meal stubs are not allowable. The meal limits that include meal, tax, tip and non-alcoholic beverages are: <ul style="list-style-type: none"> • Breakfast limit is \$25 • Lunch limit is \$25 • Dinner limit is \$55
Meals charged to a PCard	No, but allowable on the PCard.	None needed when charged to a PCard.	The meal limits that include meal, tax, tip and non-alcoholic beverages are: <ul style="list-style-type: none"> • Breakfast limit is \$25 • Lunch limit is \$25 • Dinner limit is \$55
Alcohol	Yes	No included in the meal limits – If the total cost is greater or equal to \$25.	Alcohol can never be charged to the General Fund or Sponsored funds. Alcohol must be charged using an excluded indirect class. Check with your department for more restrictions.
Taxi/shuttle	Yes	If the total cost is greater than or equal to \$75.	The original itemized paid receipt.
Taxi/shuttle charged to a PCard	No, but allowable on the PCard.	None needed when charged to a PCard.	
Parking	Yes	If the total cost is greater than or equal to \$75.	The original itemized paid receipt.
Parking Charged to a PCard	No, but allowable on the PCard.	None needed when charged to a PCard.	
Tolls	Yes	If the total cost is greater than or equal to \$75.	The original itemized paid receipt.
Mileage	Yes	Not to exceed the cost of	A mileage log should be used for multiple trips.

Expense while on TRAVEL STATUS	Reimbursable?	Receipt Needed?	Receipt Documentation
		<p>full coach airfare.</p> <p>\$.55 per mile for University business trips commencing on or after 01/01/09</p> <p>\$.585 per mile for trips occurring between 09/01/08- 12/31/08.</p> <p>\$.505 per mile for trips occurring between 04/01/08 – 08/31/08.</p> <p>\$.485 per mile for trips occurring between 03/01/07 – 03/31/08.</p> <p>\$.445 per mile for trips occurring between 01/01/06 – 02/28/07.</p> <p>\$.485 per mile for trips occurring between 10/01/05 – 12/31/05.</p>	

Expense while on TRAVEL STATUS	Reimbursable?	Receipt Needed?	Receipt Documentation
Personal aircraft mileage	Yes	\$.45 per mile not to exceed the cost of full coach airfare.	
Business Calls and calls home	Yes	Reasonable in frequency and duration.	The original itemized paid receipt.
Baggage Handling or Gratuities	Yes		None Needed – List the detail if the total is over \$25.
Visa, Passport or inoculation Costs	Yes	If the total cost is greater than or equal to \$75.	The original itemized paid receipt.
Currency Conversion Fees	Yes	If the total cost is greater than or equal to \$75.	The original itemized paid receipt.
Business Office expense (postage, copy services, etc)	Yes	If the total cost is greater than or equal to \$75.	The original itemized paid receipt.
Laundry or cleaning expenses	Yes	If the total cost is greater than or equal to \$75 and the trip is longer than 7 days.	The original itemized paid receipt.
Sales Taxes	Yes	If the total cost is greater than or equal to \$75.	The original itemized paid receipt.
Spouse or Dependent Expense	No		This is an exception that requires the submission of a signed exception memorandum approved by the Vice President, Dean or Chair, explaining why an exception is warranted. A compelling University business purpose is required for approval.
Clothing or toiletry items	No		
Commuting between home and campus	No		
Corporate charge card delinquency assessments	No		
Airline Clubs	No		
Country club dues	No		
Expenses related to vacation or personal days taken before, during or	No		

Expense while on TRAVEL STATUS	Reimbursable?	Receipt Needed?	Receipt Documentation
after a business trip			
Flowers for non-University Business	No		Include business purpose.
Travel Accident/Health Insurance	No	Always	See HR benefits office Travel Handbook for guidance and recommendation.
Loss Damage Insurance on rental cars	No		
Loss or theft of cash advance money or airline tickets	No		
Loss or theft of personal funds or property	No		
Lost baggage	No		
Luggage or briefcases	No		
Magazines, newspapers or personal reading materials	No		
Medical expenses while traveling	No		
Movies	No		
Personal entertainment	No		
Pet Care	No		
Child Care	No		
Recreational expenses	No		
Saunas or massages	No		
Shoe shines	No		
Souvenirs or personal gifts	No		
Airfare Upgrades	No		
Evening wear purchase	No		
Evening wear rentals	Yes		Include a compelling business reason for the rental.
Haircuts and personal grooming	No		
Payments to individuals for lodging expense	No		International travel may be an exception to this. Submit a the submission of a signed exception memorandum approved by the Vice President, Dean or Chair, explaining why an exception is

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			warranted.
Personal vehicle maintenance	No		
Excess baggage or excess baggage weight	No		This is an exception that requires the submission of a signed exception memorandum approved by the Vice President, Dean or Chair, explaining why an exception is warranted. A compelling University business purpose is required for approval.
Traveler's Check Charge	No		This is an exception that requires the submission of a signed exception memorandum approved by the Vice President, Dean or Chair, explaining why an exception is warranted. A compelling University business purpose is required for approval.
Traveler's Health Insurance	No		