

### **Reimbursable Travel Expenses**

- Lowest available standard airfare
- Standard airfare for CFU departments when booked through Gwin's Travel
- One class upgrade from standard coach airfare for trips with flight segments of 5 or more hours (not reimbursable on federal grants unless for a documented medical need) DEANS APPROVAL REQUIRED.
- One class upgrade from standard coach airfare due to medical necessity (documentation required) DEANS APPROVAL REQUIRED
- Moderately priced lodging
- Travel meals
- Automobile rental
- Gas for rental car
- When renting/leasing vehicles outside the United States, Canada, or U.S. possession, collision and liability insurance should be purchased.
- Mileage when using a personal automobile for business travel (limited to the cost of standard airfare)
- Registration fees
- Ground transportation
- Laundry and valet services which can not be deferred until completion of the trip (for trips less than five days, these services are not normally reimbursed)
- Telephone/Internet expense when used for business purposes
- Personal phone calls, within reason, are reimbursable but may not be charged to a sponsored fund
- Tips
- Foreign currency transaction fees such as ATM charges or currency conversion charges