

Non-Reimbursable Travel Expenses

- Personal entertainment expenses including in-flight movies, headsets, books, magazines, newspapers, health club fees, hotel pay-per-view movies, in-theater movies, greens fees, ski passes, social activities, honor bar charges, etc
- Babysitting, house-sitting, pet-sitting and kennel fees
- Personal grooming including haircuts and shoeshine services
- Incremental travel costs including airfare, lodging and meals for spouses or other persons accompanying an employee (in limited, approved situations, spousal travel may be reimbursed)
- Late fees related to personal liability cards
- Traffic fines, court costs, parking violations, and auto repairs
- Over the counter medicine or prescription medicines
- Airline club fees