

Allowable and Reimbursable Expense Matrix

| Type of Expense | Allowable Travel Card Charge | Reimbursable expense |
|---|--------------------------------|---|
| Transportation (airline, train, tolls, parking, rental vehicles) | Yes | Yes |
| Airline preferred seating | No | No |
| Gasoline—Personal vehicles | No | Employees are reimbursed the per mileage rate |
| Rental car must be refueled prior to drop off, unless renting from Bloomsburg Enterprise (see Enterprise Guidelines) | Yes | Yes |
| GPS Rental | No | No |
| Lodging | Yes | Yes |
| Meals | Yes | Yes |
| Incidental business expenses incurred while in travel status (copies, faxes, business phone calls, postage, etc.) | Yes | Yes |
| Conference/Registration Fee | Yes | Yes |
| Reference materials (books, tapes, and videos) available only at the Conference. | Yes | Yes |
| Business meeting expenses (equipment rental and meeting room charges) | No- Contact Procurement Office | No- Contact Procurement Office |
| Personal hotel costs (movie charges, personal phone calls, safe fees, etc.) | Yes | No |
| Conference related costs (spouse/guest registration fee, meals, and entertainment/evening events specifically associated with the conference) | Yes | No |
| Laundry and dry cleaning (e.g. > 5 days official travel) | Yes | Yes |
| Movies or other entertainment not part of the hotel bill or conference charge | No | No |
| Gifts and souvenirs | No | No |
| Traffic Violations/ Parking Citations of any kind, regardless of the type of vehicle used. | No | No |
| Insurance | No | No |