

Emory University Non-Reimbursable Items

L. Hayner 5/30/13

Per University Policies 2.107 (<http://policies.emory.edu/2.107>) and 2.104 (<http://policies.emory.edu/2.104>), Emory faculty, staff, students, and non-employees will not be reimbursed nor will payment be made for the below listed items. This list is not intended to be comprehensive. If you are unsure about any item not listed below, please contact the **ECAS Financial Service Center** for guidance.

Air/Rail

Airline lounge/club memberships
Airline preferred seating fees
Airline change fees (resulting from personal negligence or personal change reasons)
Airport security programs
Excess-weight luggage fees, unless business reasons dictate
Excessive volume of checked bags, relative to the trip
Insurance for travel or baggage
Items confiscated by airport security
Loss or theft of airline tickets
Lost baggage
Movies (in-flight or in-room)

Auto

Insurance for personal car
Insurance for international rental car during personal use (i.e. extended a business trip for leisure)
Insurance for domestic rental car for business use
Locksmith
"No show" charges for car rentals
Parking tickets, traffic violations, auto repair
Rental car upgrades to premium or luxury class
Repairs or maintenance to personal vehicles
Traffic tickets, parking tickets, towing, and booting

Lodging

Health club, exercise room/fitness fees, spas, saunas, massages
Hotel room upgrades
Laundry charges (for trips less than five days)
Mini-bar alcoholic refreshments
Movies (in-flight or in-room)
"No show" charges for hotel

Meals

Alcoholic beverages purchased in a non-business capacity

Other Travel

Expenses related to vacation or personal days taken before, during, or after a business trip
Insurance for travel or baggage
Loss or theft of personal funds or property
Medical expenses while traveling
Personal telephone calls (non-cell phone) in excess of reasonable calls home
Traveler's Checks fees

Entertainment/Event

Club memberships for business or pleasure
Entertainment (e.g., sporting events, theatre)
Evening gown rental/tuxedo rental
Golf fees/ski lift tickets, etc.

Personal Items

Baby-sitting/day care, pet care
Barbers and hair salons
Clothing or toiletry items
Personal gifts
Personal cell phone monthly fees/minutes
Personal property insurance
Personal reading materials, (e.g., magazines, newspapers)
Shoe shines

Credit Cards

Annual fees for personal credit cards
Corporate card delinquency fees or finance charges
Frequent flyer miles or any loyalty program points or fees

Other/Miscellaneous

Academic regalia
Home cable television
Home landline phone service
Personal memberships for car share services (i.e. individual memberships for ZipCar)
Monthly campus parking fees for hang tags at regular workplace
Home office furnishing