

TRAVEL EXPENSES:
REIMBURSABLE AND NON-REIMBURSABLE EXPENSES

EXPENSE TYPE (listed alphabetically)	REIMBURSABLE EXPENSES	NON-REIMBURSABLE EXPENSES
Accessibility Accommodations	Approved disability-related accommodations	Unapproved personal convenience upgrades
Airfare	Commercial flights (coach/economy), GSA or conference rates	First-class or business-class upgrades, seat upgrades, non-commercial flights
Airline Fees	One checked bag for business travel	Priority/early boarding, seat selection, memberships, additional baggage
Business Supplies	Supplies needed for meetings or presentations	Personal office supplies for home use
Emergency Expenses	Approved emergency transportation or hotel due to weather or cancellations	Unnecessary costs resulting from personal travel changes
Fuel	Fuel for rental vehicle	Fuel for personal vehicle
Hotel	Hotel identified by conference/event, standard room rate and applicable taxes, GSA rate	Suites, room upgrades, luxury/high-end hotels, Airbnb and home rentals, resort fees, mini-bar purchases, in-room movies
Hotel Charges	Business center fees, required parking	Spa services, golf fees, room service convenience charges beyond meal limits, in-room movies, alcoholic beverages/mini-bar purchases
Incidentals (Per Diem) (Tips/Gratuities)	Tips for baggage handlers, hotel staff, drivers	Tips beyond GSA daily limit, toiletries, toothpaste, cosmetics, personal items
Internet	Business internet access	Internet charges not related to business
Laundry and Dry-Cleaning Services	Laundry services for extended travel (4+ consecutive days, only if pre-approved)	Laundry services for short trips, dry-cleaning services regardless of trip length
Meals (Per Diem)	Approved per diem or actual costs per meal within GSA limits	Alcohol, excessive meal costs, per-diem for meals provided by the conference/event
Other Transportation	Train, subway, bus, ferry for business travel	Rides for personal trips to restaurants, sightseeing, companion/family travel costs
Parking	Airport parking, hotel parking, conference parking, business parking	Parking tickets, valet parking without business justification
Personal Mileage	Mileage for use of a personal vehicle for business-related travel between locations	Home-to-work commuting, undocumented mileage, personal detours/trips, traffic/parking tickets, fuel or repairs
Printing & Copies	Business-related copies	Personal printing
Registration	Registration fees, required workshop fees, conference materials	Optional entertainment packages, add-on items, upgraded meals or gala dinners
Rental Car	Economy/compact vehicle, fuel for business use	Luxury vehicles, sports cars, vehicle upgrades
Shipping	Shipping conference materials or documents	Shipping personal items
Taxi/Rideshare (including tips)	Uber, Lyft, taxi, shuttle for business purposes to and from airport-hotel-conference (not to exceed 20% for tips)	Premium/luxury rides for personal trips to restaurants, sightseeing, tips of 20%
Tolls	Business-related tolls	Tolls for personal side trips
Travel Insurance	If required by district policy	Optional personal travel insurance

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ALWAYS NOT ALLOWABLE

Hotel

- Airbnb and home rentals
- Luxury/high-end hotels

Personal Expenses

- Souvenirs
- Gifts
- Flowers
- Personal shopping
- Clothing purchases
- Toiletries and cosmetics
- Haircuts
- Dry cleaning

Entertainment

- In-room movie rentals
- Concert/sporting event tickets
- Tourist attractions

Alcohol and Tobacco

- Beer, wine, liquor
- Tobacco or cannabis products

Fines and Penalties

- Parking and speeding tickets
- Traffic violations
- Vehicle towing

Companion/Family Costs

- Airfare
- Childcare expenses
- Meals
- Additional hotel occupancy costs
- Additional costs for rental, rideshare, or other transportation

Luxury Expenses

- First-class/business class airfare, non-commercial flights
- Luxury rental cars
- Luxury/upgrades for rideshares (Uber/Lyft, etc.)
- Hotel suites
- Airline lounge memberships
- Travel club memberships