

Expense	Reimbursable?
Transportation-Related Expenses	
Airfare and Rail	Yes (limited to economy/coach class only). Upgrade from economy/coach only if approved by the local Dean, Vice President or delegate thereof.
Airfare Upgrades (e.g. extra leg room)	Yes
Checked luggage	Yes
Purchases made with frequent flyer miles and/or points from similar rewards programs (Hotel and flights)	No
Excess baggage or excess baggage weight	Yes
Lost baggage	No
No-show/Cancellation fees (Hotel & flights)	Yes
Auto Rental (including gas)	Yes
Collision Insurance or Loss/Damage Waiver on rental cars	Yes, if not booked with a NUCard or with a preferred supplier
Gas for Rental Cars	Yes
Taxi/local ground transportation	Yes
Commuting between home and campus	No
Mileage (includes; standard maintenance, repairs, taxes, gas, insurance, and registration fees)	Yes
Personal vehicle maintenance	No
Traffic violations (including parking)	No
Parking	Yes
Tolls	Yes
Lodging-Related Expenses	
Business calls and calls home	Yes, if reasonable in frequency and duration
Clothing or toiletry items	No
Laundry or cleaning expenses	Yes, if the trip is 4 days or longer
Lodging	Yes
Movies	No
Health/Fitness Club fees, saunas or massages	No
Food/Beverage-Related Expenses	
Alcohol	Yes, if allowed by appropriate funding source and as part of a meal. No if purchased separately to host an event...without prior approval from Risk Services office.
Meals (local)	Yes, if business purpose clearly supports
Meals (off campus, associated with travel)	Yes
Meals (on campus)	Yes, if part of a working meeting/event
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Expense	Reimbursable?
Other (Miscellaneous) Expenses	
Childcare costs	No
Club Membership/Dues/Fees	No
Conference registration	Yes
Currency Conversion Fees	Yes
Gifts for employees (retirement/get well/bereavement only)	Yes
Household Furniture/Home Office Furniture for private residence	No
Haircuts and personal grooming	No
Independent Contractors (with personal funds)	No
Inoculation costs	Yes, if travel destination requires
Magazines, newspapers or personal reading materials	No
Medical expenses while traveling	Yes, if expenses were necessary and approved by next level supervisor. In some cases, HRM may be contacted to ensure that insurance coverage properly taken
Office expenses (supplies, postage, copy services, etc.)	Yes
Office Furniture (on campus only) *	Yes, Only if ordered with a Purchase Order. The NU AMEX card and/or personal funds should not be used to order furniture
Personal Insurance (including but not limited to auto/life/professional liability/travel)	No
Pet Care/Boarding	No
Recreational/Entertainment expenses	No
Sales Tax	No
Traveler's Check charge	Yes

* The University adheres to stringent Fire Codes set forth by the Boston Fire Department. All seating that has fabric (i.e. task chairs, guest seating, sofas, etc.) must be constructed to pass code CALTB133 (California Technical Bulletin 133)