

Reimbursable and Non-Reimbursable Expenses

*Note: This is not a comprehensive list, and is subject to change at any time.
Refer to the Columbia [Travel and Business Expense policies](#) for complete details.*

Travel - Reimbursable Expenses

- Baggage handling and storage expenses
- Business office expenses (copy services, postage, etc.)
- Business-related phone calls (including cell phone), faxes, internet connectivity, including those necessary to obtain transportation and hotel reservations
- Currency conversion, ATM and traveler's check fees
- Reasonable and usual gratuities to porters, bellhops and other service personnel
- Internet access
- Vaccinations when traveling abroad on University business
- Laundry or cleaning expenses on trips lasting over five (5) days, unless emergency circumstances are documented
- Parking and tolls

Non-Reimbursable Expenses

- Airline or VIP club membership dues or one-day admission fees
- Airphone usage
- Baby-sitting
- Barbers and hairdressers
- Clothing or toiletry items
- Internet charges at home
- Excess baggage costs related to personal property
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Frequent Flyer Miles (Travelers will not be reimbursed for airline tickets

- purchased, partially purchased or accommodations and upgrades obtained using frequent flyer miles)
- Travelers will not be reimbursed for credits issued by an airline from personal travel used to purchase airline tickets for business travel
- Credit card and Airline Rewards program/points
- Gift cards as a payment mechanism should not be used for travel and business expenses as they will not be reimbursed
- Helicopter services for local travel/entertainment
- Laundry or cleaning expenses on trips lasting five (5) days or less, unless emergency circumstances are documented
- Loss or theft of cash advance money or airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Luggage and briefcases
- Magazines, newspapers, personal reading materials
- Medical expenses while traveling
- Mini-bar alcoholic refreshments
- Movies
- "No show" charges for hotel or car service
- Online auction sites
- Personal entertainment
- Pet care
- Recreational expenses
- Saunas, massages, spa visits

- Shoe shines
- Souvenirs or personal gifts
- Snacks
- Tips in excess of 20%

Reimbursable Business Occasions

- Dissertation defense
- Promotion
- Welcoming a new hire to the University
- Leaving the University
- Years of Service/Retirement
- Graduation of an employee/student
- Awarding of tenure
- Publication
- Event or performance opening
- Sabbatical
- Recognition of achievement, departmental goal, honor, or thank you

Other Reimbursable Entertainment

- Departmental celebration of a holiday
- Collective celebrations of birthdays
- Congratulations on business related individual achievement

Non-Reimbursable Employee Entertainment

- Showers for birth or adoption of baby
- Engagements, weddings, anniversaries
- Individual birthday celebrations
- Congratulations on personal related individual achievement