

Summary of Reimbursable and Non-Reimbursable Expenses for Travel

A list of travel expenses and receipt requirements are indicated in the table below. (Travel Meal Expenses are detailed on page 4.)

Note: This not an inclusive list of *all* expenses. Please refer to Standard Practice Guide 507.10-2 for information on the University's travel and business hosting reimbursement policy. Check with your department administrator to determine if your unit's or sponsor's reimbursement limits and receipt requirements are different than what is listed below.

- Itemized receipts are required for all single expenditures of \$75 or greater, and as specified below.
- Receipts must contain appropriate detail, including starting and ending destinations, hotel charges, and detailed item charges.
- A specific business purpose for the expenditure must be noted on every expense submitted.

Expense	Reimbursable?	Receipt needed if paid with personal funds?	Receipt needed if charged to P-Card?	Comments
Airfare and Rail	Yes (limited to coach class only)	Yes	Yes	Provide one of the following: <ul style="list-style-type: none"> • Concur E-receipt (if enabled) • Email confirmation from the airline showing departure/arrival locations and dates, airfare class, ticket number, and amount paid
Lodging	Yes	Yes	Yes	Provide Concur E-receipt (if enabled), or the original itemized paid receipt.
Rental Cars	Yes	Yes	Yes	Provide Concur E-receipt (if enabled), or the original itemized car rental receipt showing the dates and location of rental, detailed cost, and amount paid.
Collision Insurance or Loss/Damage Waiver on rental cars (<i>Domestic</i>)	No			The University self-insures for commercial rental vehicle loss/damage for continental U.S. – (CONUS) or Canadian travel. Risk Management advises that travelers decline rental car Collision Insurance or Loss/Damage Waiver during domestic travel.
Collision Insurance or Loss/Damage Waiver on rental cars (<i>International</i>)	Yes	Yes, as included in itemized rental car receipt.	Yes, as included in itemized rental car receipt.	Collision Insurance or Loss/Damage Waiver is recommended when traveling to destinations outside the continental U.S.
Gas for Rental Cars	Yes	Yes	Yes	Provide the original itemized paid receipt (no minimum amount). Note: please refuel the car before returning it to avoid high refueling charges to the University.
Conference registration	Yes	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt.
Taxi/local ground transportation	Yes, if not in conjunction with a	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt. Ground transportation to a meeting place, lodging, or airport is

Expense	Reimbursable?	Receipt needed if paid with personal funds?	Receipt needed if charged to P-Card?	Comments
	travel meal			reimbursable. Ground transportation to a meal paid through per diem is included in per diem.
Parking	Yes	Yes, if \$75 or greater.	No	Provide the original itemized paid receipt.
Tolls	Yes	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt.
Mileage	Yes	N/A	N/A	\$.54 per mile for travel effective 1/1/16, not to exceed the cost of coach class airfare. A mileage log should be used for multiple trips.
Business calls and calls home	Yes, if reasonable in frequency and duration	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt. (Reasonable frequency/duration determined at departmental discretion.)
Inoculation costs	Yes	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt.
Currency Conversion Fees	Yes	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt.
Travel Abroad Health Insurance	Yes	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Active U-M students, faculty, staff and dependents are eligible to purchase optional coverage for international travel. In some cases, travelers may be required to purchase this plan. Read more about the plan at http://www.uhs.umich.edu/tai/ or contact your department for further details.
Travel Accident Insurance	No			Travel accident insurance is included as part of benefits program for all University employees on travel status. Contact the Benefits Office for more information.
Business Office expense (postage, copy services, etc.)	Yes	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt.
Laundry or cleaning expenses	Yes, if the trip is 7 days or longer	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt.
Checked luggage	Yes	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Provide the original itemized paid receipt.
Excess baggage or excess baggage weight	At unit's discretion			Provide a compelling University business purpose in the comment section.
Traveler's Check charge	At unit's discretion			Use expense type "Bank Fees."
Clothing or toiletry items	No			

Expense	Reimbursable?	Receipt needed if paid with personal funds?	Receipt needed if charged to P-Card?	Comments
Commuting between home and campus	No			
Club Membership	No			Ex. Sam's Club, Costco, Amazon Prime, Gym Memberships, etc.
Country club dues	No			
Expenses related to vacation or personal days taken before, during or after a business trip	No			
Lost baggage	No			Reimbursement not allowed to replace personal property due to lost luggage.
Luggage or briefcases	No			
Magazines, newspapers or personal reading materials	No			
Medical expenses while traveling	No			
Movies	No			
Personal entertainment	No			
Pet Care	No			
Childcare costs	No			
Recreational expenses	No			
Saunas or massages	No			
Shoe shines	No			
Souvenirs or personal gifts	No			
Airfare Upgrades	No			
Haircuts and personal grooming	No			
Personal vehicle maintenance	No			
No-show/Cancellation fees (Hotel & flights)	No			

Travel Meal Expenses

Each travel meal type is listed below and indicates if a traveler is a) reimbursed at the actual meal cost, or b) provided a fixed meal allowance (per diem).

Meal Type	Provide a Fixed Allowance? Reimbursed for Actual Meal Cost?	Receipt needed if paid with personal funds?	Receipt needed if charged to P-Card?	Comments
Employee – (Domestic/CONUS) Per Diem Meal	Fixed allowance	No	No	Employees on travel status will be provided a per diem rate for travel meals for domestic (continental U.S./CONUS) travel. (See the General Services Administration web site (www.gsa.gov) for meal per diem amounts listed by specific major cities.)
Employee – (Foreign/OCONUS) Per Diem Meal*	Fixed allowance	No	No	*Effective July 15, 2010 Employees on travel status will be provided a per diem rate for travel meals for foreign/OCONUS travel. (See the General Services Administration web site (www.gsa.gov) for meal per diem amounts listed by specific major cities.)
Non-Employee – (Guest and Student) Meal	Fixed allowance	No	No	Guest and student travel meals are reimbursed at the actual amount up to the meal limits of \$25 breakfast/\$25 lunch/\$55 dinner (including tax, tip and non-alcoholic beverages). Units may choose to provide a per diem to guest/student travelers at unit’s discretion.
Business Meal while on travel status	Actual cost	Yes, if \$75 or greater.	Yes, if \$75 or greater.	<p>Business meals are those taken with guests, colleagues, or donors, during which focused business discussions take place. Business meals with vague, unfocused purposes (such as “to foster collaboration between departments”) are not permitted.</p> <p>Business meal expenses, including beverages and tips, should not exceed the maximum allowance of \$25/breakfast, \$25/lunch, and \$55/dinner per person.</p> <p>University faculty and staff who host or attend a hosted meal while on travel status must indicate the hosted meal was ‘provided’ when completing the travel allowance (per diem) portion of the expense report.</p>
Hosted Meal while on travel status	Actual cost	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Hosted meal expenses, including beverages and tips, should not exceed the maximum allowance of \$25/breakfast, \$25/lunch, and \$55/dinner per person. University faculty and staff who host or attend a hosted meal while on travel status must indicate the hosted meal was ‘provided’ when completing the travel allowance (per diem) portion of the expense report.
Alcohol	Actual cost	Yes, if \$75 or greater.	Yes, if \$75 or greater.	Reimbursement for alcoholic beverages is limited to \$20 per person, per event. Alcohol cannot be expensed to general or sponsored funds and must be expensed as an ICRX class.