**Other Expenses**

In order to claim "Other Expenses," receipts are required for the following items:

**Receipts Required**

|  |
| --- |
| Taxi/Storage/Parking/Toll Receipts (in excess of $25 on a per transaction basis) |
| Train/Bus |
| Communication |
| Passport/Visa |
| Traveler's Check/Currency Exchange |
| Necessary Laundry Expenses (when official travel extends beyond seven days) |

**Receipts "Not" Required**

|  |
| --- |
| Taxi (less than or equal to $25, including 20% tip to a taxi driver) |
| Parking Fees |
| Storage |
| Tolls |
| Portage Charges Paid $1/Bag (not to exceed total of $5 per incident) |

**Expenses "Not" Reimbursable**

|  |  |
| --- | --- |
| Alcoholic Beverages | Meals Incl in Cost of Registration Fees |
| Cancellation Charges  (Unless justified) | Parking at Assigned Workplace |
| Personal (Involving Vehicle Rentals) | Pay-For-View Movies in Hotel/Motel Room |
| Childcare | Personal Accident Insurance for Rental Vehicles |
| Non-Business Activities Such as Sightseeing | Personal Entertainment |
| Incurred by Spouse or Family | Personal Phone Calls |
| Extra Baggage  (For Personal Items, i.e. Golf Clubs) | Repairs, Towing Svcs., etc.  (for Personal Vehicles) |
| Late Checkout/Uncancelled Guarantee Reservations  (Unless Justified) | Safe  (Unless Mandatory by the Hotel) |
| Laundry, Cleaning, Pressing  (for Trip of Six Days or Less) | Restaurant Tips |
| Lodging Within 50 Miles of Headquarters City (Unless Properly Justified) | Trip/Flight Insurance |
| Lost/Stolen Cash or Personal Property | Traffic Citations, Parking Tickets, and Other Fines |