

## Travel

### OP 79.06

#### Non-Reimbursable Expenses.

- Alcoholic beverages on all accounts
- Baggage charges (excess) for personal belongings
- Expenses that do not relate to official state business
- Expenses that are related to the operation of a personally owned vehicle, excluding parking/toll fees
- Hotel occupancy tax when the employee does not claim the exemption
- International Health and Medical Evacuation (MEDEVAC) Insurance
- Kennel expense for a pet while on official travel
- Medical supplies i.e., aspirin, flu medication
- Personal expenses i.e., dry cleaning/laundry, movie rentals,

#### Receipt Requirements.

- Actual meal receipts are required by TTUHSC. Lost or missing meal receipts may be reimbursed up to \$10 per day. Receipts must be provided for reimbursements in excess of \$10 per day.
- Lodging receipts are required. The name of the employee, the single room rate and a daily itemization of the lodging charges must be included on the receipt. The receipt must have detail showing paid status with a zero balance.
- If the receipt is unavailable, the supporting documentation must include the canceled check or credit card slip used to pay the meal or lodging expense, the credit card billing on which the meal or lodging charges appear or a copy of the receipt, check, slip or billing. A statement must be included declaring why the original receipt is not available.

