2364 – TRAVEL AND ENTERTAINMENT POLICY – NON-REIMBURSABLE ITEMS

Resp. Office: Purchasing Services
Approval: Executive Director, Purchasing Services
Effective: April 1, 2015
Last Revision: April, 2015
Last Review: April, 2017

PURPOSE

To provide guidelines with regard to non-reimbursable expenses that may be incurred while traveling on behalf of the University.

SCOPE

This policy applies to all faculty, staff, students and postdocs traveling and entertaining on behalf of the University.

FACULTY, STAFF, STUDENT, POSTDOC RESPONSIBILITY

It is the responsibility of the traveler to be familiar with which items are considered reimbursable and which are considered personal expenses.

Full responsibilities of the employee, student or postdoc can be found in Policy #2352.

RESPONSIBILITY OF APPROVERS

Approvers perform a critical control function for the University. Collectively, approvers ensure that expense reports processed for payment are complete, appropriately funded, compliant with policy, and are associated with activities that have a valid and necessary business purpose. Designated approvers should assist the employee or student as necessary with understanding applicable policies and compliance requirements.

It is the responsibility of the approvers to review expense reports the Concur-TEM system and ensure that any non-reimbursable items are correctly marked as non-reimbursable in the system. Full responsibilities of approvers can be found in Policy #2352.

POLICY

Non-reimbursable items include, but are not limited to the following:
Airline club membership dues and TSA Pre-Check Program enrollment fees
Air phone and in-air internet usage unless reasonable, required for business purposes, and authorized by the traveler’s School/Center
Alcoholic beverages if purchased in a non-business capacity
Annual fees for personal credit cards
Auto repairs
Baby-sitting/day care
Barbers and hair salons
Personal cell phone monthly fees
Clothing or toiletry items
Corporate card delinquency fees or finance charges
Club memberships for business, pleasure or recreation
Expenses related to vacation or personal days taken before, during or after a business trip unless they resulted in the reduction of the total cost of the trip
Gifts, gift cards, or gift certificates (Click here for the University’s gift policy Http://www.finance.upenn.edu/comptroller/tax/gift_policy.shtml)
Golf fees/ski lift tickets, etc.
Health club or exercise room fees
Items confiscated by airport security
Frequent flyer upgrades
Spa charges
Laundry charges on trips less than five (5) days
Limousine/sedan services except where such means are the most reasonably economical
Loss or theft of airline tickets
Loss or theft of personal funds or property
Medical expenses while traveling
Mini-bar alcoholic refreshments
Movies (in-flight or in-room movies)
"No-show" charges for hotel or car services
Optional traveler baggage insurance
Parking tickets or traffic violations
Personal entertainment, i.e., sporting events, theatre, etc.
Personal telephone calls in excess of reasonable calls home
Personal reading materials, i.e., magazines, newspapers
Pet care fees
Rental car insurance options for domestic travel such as LDW, PAI and liability
Rental car upgrades to premium or luxury class
Repairs to personal vehicles
Saunas, massages
Shoe shines
Souvenirs or personal gifts
Trip or Travel Insurance
Tuxedo/evening gown rentals
Certain exceptions may be considered; however, such reimbursements must be in accordance with accountable plan and must include supplemental approval.