

## Summary of Miscellaneous Expenses

Allowable Miscellaneous Travel Expenses (in accordance with Policies and Procedures)	Receipt required?
Reasonable expenses for ground transportation to and from airports, railroad stations, hotels and meeting places <sup>1</sup> :	
Taxis, shuttles, etc.	Yes
Local buses, subways	No
Parking fees:	
Parking lots <sup>2</sup>	Yes
Parking meters	No
Bridge or highway tolls <sup>3</sup>	Yes
Telephone calls necessary to obtain transportation, hotel reservations, and other travel arrangements	Yes
Telephone calls allowing travelers to stay in reasonable contact with their office or family	Yes
Laundry/valet services when an Employee is required to be in Travel Status over one week	Yes
Tips for drivers, porters, bellhops and maid service- must be reasonable in relation to the expense or service	No
Registration fees charged by organizations for attendance at conventions, conferences and workshops, not paid in advance by UMB	Yes
Visas/Passports <sup>4, 5</sup>	Yes
Inoculations or other required prophylactic medicines <sup>4,5</sup>	Yes
Photographs for travel documents <sup>4, 5</sup>	Yes
Travelers checks fees <sup>4,5</sup>	Yes
Internet services to conduct university business	Yes
GPS units in rental vehicles <sup>6</sup>	Yes
Airline fees for extra leg room requests	Yes
Airline fees for early check-in	Yes
Airline baggage fees	Yes
Business Center costs up to \$50 – administrative services for business purposes such as copying and faxing documents, etc. <sup>7</sup>	Yes

Notes:
<sup>1</sup> Hotel or conference-facility courtesy transportation should be used when available. If a taxi is used, include the purpose of the taxi on the receipt.
<sup>2</sup> Low-cost, long-term parking lots should be utilized when available.
<sup>3</sup> EZ Pass statements may be submitted in lieu of a receipt
<sup>4</sup> Obtained for purpose of Business Travel <u>subsequent</u> to Travel Request approval
<sup>5</sup> International travel only
<sup>6</sup> Subject to Operational Unit discretion when there is a business purpose which clearly indicates a need for such a device, such as travel to multiple locations in an unfamiliar location. Generally, GPS units should not be reimbursed for conference travel where adequate directions to reach hotels are provided and shuttle services are available for use.
<sup>7</sup> Excess charges must be submitted on a PUR02.

Read [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and [Financial Services Procedures on Business Travel](#).

## Summary of Miscellaneous Expenses

### Unallowable Expenses

**The following expenses are not reimbursable and may not be charged to UMB Funds:**

1. Travel expenses for relatives, friends, companions, or pets.
2. Childcare, pet boarding, or house-sitting expenses.
3. Travel expenses incurred for personal convenience or preference, or otherwise not required to fulfill the business purpose of the travel.
4. Fees incurred to fulfill personal requests (e.g. aisle seat).
5. Magazines and newspapers.
6. Personal entertainment (includes, but not limited to movies, saunas, massages, etc.).
7. Commute Mileage.
8. Hourly parking at airports and train stations.
9. Fees for wait times, fines, traffic citations, parking tickets.
10. Additional car insurance.
11. First class airfare.
12. Airfare purchased using frequent flyer miles.
13. Additional flight insurance.
14. Lost baggage.
15. Travel upgrade fees.
16. Airport lounges and day rooms.
17. Airline, car, and travel card membership dues and club fees.
18. TSA Precheck registration and similar services.
19. Lost or stolen tickets, cash or property.
20. Costs incurred by unreasonable failure to cancel transportation or hotel reservations.
21. Room upgrades.
22. Fees related to hotel late check-out for personal reasons.
23. Food, beverages, and snacks in excess of per diem meal rates.
24. Alcoholic beverages.
25. Expenses for travel reimbursed to the traveler or directly paid by the UMB Foundation, an Affiliated Entity, or any other organization (e.g. host organization).
26. Nonemployees Only: Personal meals for one-day trips. However, a business meal may be reimbursable. A business meal is a meal for one or more UMB Employees with one or more non-UMB Employees generally held in a restaurant where the business purpose is clearly identified. Refer to the UMB Policy on [Food and Business Meals Expense](#) and [FS Procedure – Food and Business Meals Expense](#) for additional guidance.

Read [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees and Financial Services Procedures on Business Travel](#).