



## **TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

### **Effective August 1, 2024**

#### **OVERVIEW**

UWL Alumni & Friends Foundation (UWLAFF) reimburses employees (referred to as “Travelers”) for reasonable and necessary expenses incurred for UWLAFF business needs and during approved work-related travel.

As a publicly supported charity, Travelers have a responsibility to carefully steward UWLAFF resources and should be particularly sensitive to actions that could negatively impact the reputations of UWLAFF and UWL. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Travel and other expenses should not be lavish or extravagant.

Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel and expense policy and it is not reasonable to follow the exception approval process, then the most conservative course of action should be taken.

#### **AUTHORIZATION AND RESPONSIBILITY**

All travel and expenses must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. UWLAFF reserves the right to deny reimbursement of expenses for failure to comply with applicable policies and procedures.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe the expenditures are inappropriate or extravagant. Where this policy is open to interpretation, the Leadership Team Executive Director for the impacted Traveler will make the initial interpretation, with the President & Vice Chancellor or Director of Finance & Accounting providing the final interpretation in the case of an inconsistency or dispute.

Occasionally it may be necessary for Travelers to request exceptions to this policy. Requests for exceptions to the policy must be made in writing before costs are incurred and approved by the President & VC or Director of Finance & Accounting. Exceptions related to the Vice Chancellor’s/President’s expenses must be submitted to the Chair of the UWLAFF Finance Committee of the Board of Directors. In most instances, the expected turnaround time for review and approval is five business days.

Employees who do not comply with the Travel and Expense Reimbursement Policy may be subject to disciplinary action, up to and including termination of employment.

## **DEFINITIONS**

**Primary Workplace:** The Cleary Center is considered the employee's Primary Workplace.

**Travel Status:** A Traveler is in Travel Status once they have departed from their Primary Workplace or home to conduct official, pre-approved UWL business in a location more than 50 miles from their Primary Workplace. Travel Status ends once the Traveler ends their official UWL business and transitions to personal business, or once the Traveler ends their official UWL business and returns to their Primary Workplace or home by the most direct route.

## **DOCUMENTATION**

All reimbursement requests must be documented by detailed and complete receipts. A detailed receipt is issued by an independent third party and includes specific descriptions, quantities and prices of a purchase as well as the transaction date and purchaser name. A receipt for multiple items that only shows a total dollar amount is not considered a detailed receipt. A credit card statement showing a charge is not considered a detailed receipt. Occasionally, a Traveler may not be able to obtain a receipt for a small cash payment such as a tip. Approved business expenses missing a detailed receipt will be reimbursed at actual cost up to a maximum of \$24.99.

### **1.0 ADVANCES OR LOANS**

UWLAFB does not provide travel or salary advances or loans to employees

### **2.0 AIRFARE**

- 2.1 Travelers are expected to obtain the lowest cost airfare available within policy guidelines that reasonably meets business travel needs.
  - 2.1.1 Purchased afares do not need to be fully refundable, but they must allow for flight changes with or without payment of a ticket change fee.
  - 2.1.2 Afares that do not allow any schedule changes, such as United's Basic Economy, are not reimbursable.
- 2.2 Ticket change fees are reimbursable provided (1) the change is driven by business needs and (2) the total cost of changing the existing ticket is lower than purchasing a new ticket.
- 2.3 If a Traveler is faced with extraordinary, lengthy transportation delays or cancellations outside of their control, either departing for an event or meeting that cannot be cancelled or returning home, a Traveler shall be reimbursed for additional costs to book a different flight, rental car, or other mode of transportation as well as any related lodging necessary due to the delay. Traveler shall make a reasonable effort to obtain pre-approval from their Executive Director.
- 2.4 Reservations should be made a minimum of seven days in advance of departure whenever possible. Travelers are encouraged to book flights at least 30 days in advance, when possible, to avoid premium fares.
- 2.5 Baggage fees for checked and oversized bags necessary for a business purpose are reimbursable.

- 2.6 Only coach, economy class or similar class fares are reimbursable. First class and business class fares are not reimbursable.
  - 2.6.1 When necessary for traveler comfort, seat upgrades for additional seating space, e.g., exit row or economy plus seating, are reimbursable up to \$50.00 per flight leg with Executive Director approval.
- 2.7 Additional fees to improve boarding priority or obtain a seat assignment in advance are considered personal and are not reimbursable.
- 2.8 Some Airport Processing Services are reimbursable, see Section 18.1.
- 2.9 Travelers may not pilot a private aircraft while traveling for UWLAFF business.
- 2.10 Costs for use of private aircraft are not reimbursable.

### **3.0 CHILD, HOME AND PET RELATED CHARGES**

- 3.1 Child and dependent care, house-sitting, and pet-sitting/kennel charges are not reimbursable.
- 3.2 Additional hotel charges for pets are not reimbursable.

### **4.0 CLOTHING**

- 4.1 Clothing for employees, including formal or evening wear rentals for events, is considered a personal expense and is not reimbursable.
- 4.2 Promotional clothing authorized by the Vice Chancellor for Advancement such as t-shirts, hats, jackets, etc. printed with the UWLAFF logo and distributed for events or other occasions is reimbursable.

### **5.0 CONFERENCE REGISTRATION FEES**

Conference registration fees, business-related banquets, and receptions or meals that are considered part of the conference are reimbursable to Travelers. Lodging for conferences is covered in Section 15.0.

### **6.0 DONATIONS**

Travelers may not make cash charitable donations on behalf of UWLAFF, nor shall they be reimbursed for donations. If registration for event attendance requires a donation, Traveler shall obtain written pre-approval from the Vice Chancellor for Advancement

### **7.0 EMPLOYEE MEETINGS AND CELEBRATIONS**

- 7.1 Business meals involving only UWLAFF employees are not reimbursable except in specific situations. Such situations include:
  - 7.1.1 During in-office meetings that require employees to work through a normal mealtime,
  - 7.1.2 To welcome newly hired employees,
  - 7.1.3 To welcome a current employee to a new team,
  - 7.1.4 To celebrate an employee's retirement, and

7.1.5 During team building events.

7.2 Meals and refreshments during business meetings and events that include the entire UWLAFF staff, such as training, celebrating years of service, strategic planning, or team building, are reimbursable.

## **8.0 FINES OR PENALTIES**

8.1 Fines, penalties, towing or other costs due to traffic, parking or other violations of law are not reimbursable.

8.2 Costs incurred by a Traveler's failure to cancel hotel or other travel reservations in a timely fashion are not reimbursable.

## **9.0 GIFT CARDS**

9.1 Purchase of gift cards is strongly discouraged. Employees are encouraged to use other appropriate gifts whenever possible.

9.2 Gift card purchases will be subject to additional scrutiny and documentation requirements during the reimbursement process.

## **10.0 GIFTS AND FLOWERS**

10.1 When appropriate to furthering UWLAFF's mission, reasonably priced gifts and flowers may be purchased for donors, prospective donors, volunteers or other supporters of UWLAFF and UWL. Gifts and flowers should not be lavish or extravagant.

10.2 Flowers and gifts must be given in the name of UWLAFF rather than by an individual employee.

10.3 Flowers for an UWLAFF employee who has experienced a death in their immediate family are reimbursable.

10.4 Gifts to employees are only reimbursable in the event of an employee's retirement or in recognition of their UWLAFF years of service.

10.5 See Section 9.0 for Gift Card rules.

## **11.0 HOME OFFICE**

UWLAFF does not reimburse for any costs related to an employee's home office such as furniture, home internet, or phone access except as provided in Universities of Wisconsin Remote Work policies.

## **12.0 INTERNATIONAL TRAVEL**

12.1 International travel is very infrequent and must be pre-approved by the Vice Chancellor of Advancement before reservations are made. While the other sections of this policy apply to international travel, additional policies specifically for international travel are outlined below.

- 12.2 International meals are reimbursable at actual costs as evidenced by detailed receipts.
- 12.3 Currency exchange fees are reimbursable.
- 12.4 Immunizations that are a specific and necessary condition of the travel assignment as per U.S. Centers for Disease Control and Prevention (CDC) recommendations for destination countries are reimbursable to the extent they are not covered by the Traveler's medical insurance.
- 12.5 Passport, visa, entry and departure fees, including expediting fees, that are a specific and necessary condition of the travel assignment are reimbursable.
  - 12.5.1 Passport or REAL ID fees for domestic travel are not reimbursable.

### **13.0 INTERNET ACCESS**

- 13.1 Internet access used for business purposes in a hotel or other temporary lodging, while waiting in an airport, and while in-flight during a business trip is reimbursable, including costs for upgrading to faster speeds.

### **14.0 LAUNDRY**

- 14.1 Laundry and dry cleaning of clothing is considered a personal expense, even on extended length and international business trips, and is not reimbursable.
- 14.2 Laundry of linens for UWLAFF events must be done by vendors that invoice UWLAFF and will not be reimbursed directly to employees. Events that require linens to be laundered out-of-state for UWLAFF events with vendors that will not invoice are reimbursable.
- 14.3 Tips for laundry services may not exceed 20%.

### **15.0 LODGING**

- 15.1 The cost of overnight lodging will be reimbursed if the authorized travel is 50 miles or more from the Traveler's home or primary worksite.
- 15.2 Selected lodging should be well established, safe, reasonably priced, and conveniently located in relation to the Traveler's work. For example, conference attendees can stay at the conference hotel.
- 15.3 UWLAFF will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. Suites and other higher priced accommodation are not allowed.
- 15.4 Charges for additional people beyond the authorized Traveler will not be reimbursed.
- 15.5 Additional charges for pets will not be reimbursed.
- 15.6 Travelers must not prepay for lodging unless the cost is fully refundable; prepaid lodging is not reimbursable. If required by the lodging, a first night deposit will be reimbursed, even if the lodging is cancelled due to business reasons and the deposit is forfeited.
- 15.7 Travelers are not permitted to rent privately owned properties using Airbnb, VRBO or other similar services.

- 15.8 Travelers can stay overnight in the private homes of friends or family while on business travel, but no reimbursement will be provided.
- 15.9 Room service and in-room mini-bar costs are not reimbursable, see Section 17.0 on the meal per diem allowance.
- 15.10 For extended business trips longer than seven nights, Travelers should obtain accommodations on a weekly or monthly basis at reduced rates. Reasonable room cleaning fees will be reimbursed for extended trips.
- 15.11 Tips for housekeeping, bellhops, porters, or other lodging-related staff are covered in Section 29.0.

## **16.0 LOST OR DAMAGED LUGGAGE**

UWLAFf does not reimburse for lost or damaged luggage. Travelers should pursue compensation from the responsible airline. Applicable information from the U.S. Department of Transportation is provided here: <https://www.transportation.gov/lost-delayed-or-damaged-baggage#maximum%20limits%20on%20liabilities>

## **17.0 MEALS AND ENTERTAINMENT**

### **17.1 Meal Per Diem Allowance**

- 17.1.1 A meal per diem allowance (“Allowance”) is payable to Travelers in Travel Status, for both overnight and single day trips within the United States. The purpose of the Allowance is to reimburse the estimated cost of the Traveler’s meals, snacks, and drinks during the trip, and is in lieu of reimbursement of actual meal costs. Receipts for actual meal costs are not required to be eligible for the Allowance.
- 17.1.2 Meals during international travel will be reimbursed at actual costs. See Section 12.2.
- 17.1.3 Travelers shall be paid a single flat Allowance for each day in Travel Status, regardless of their meal location and what time of day they enter or end Travel Status for the trip.
  - 17.1.3.1 As an example, if the Allowance is set at \$74 per day and the Traveler is in Travel Status for any portion of their four-day trip, they will be paid  $\$74 \times 4 = \$296$  to reimburse for their meals.
- 17.1.4 The Allowance dollar amount is based on the highest total meal Per Diem Rate published by the [U.S. General Services Administration \(GSA\)](#). The Allowance will include only the breakfast, lunch, and dinner amounts and will exclude amounts for incidentals and lodging.

### **17.2 Entertainment**

- 17.2.1 In general, all reasonable and necessary entertainment expenses are allowable to entertain donors, prospective donors, prospective employees, or other UWLAFF guests if directly related to or associated with the active conduct of UWLAFF business. To qualify under the “directly related to or associated with” requirement, business must be conducted before, during or after the entertainment and external guests as described above must be the primary reason for the entertainment. Expenses may include meals, beverages, and athletic or other social event tickets. In all cases, a reasonable number of UWLAFF employees should accompany the guest(s) entertained. If a UWLAFF employee does not attend an event with the guest, the expense is considered a gift rather than entertainment (see Section 10.0).
- 17.2.2 Payment for any entertainment expense must be made by the UWLAFF employee in the highest-level position present.
- 17.2.3 Entertainment must not be lavish or extravagant.
- 17.2.4 Tips on meals and beverages are limited to 20% of the business purpose (non-personal) total. The tip amount in excess of 20% will not be reimbursed.
- 17.2.5 Expenditures for spouse/partner meals are not allowed unless, by including the spouse/partner, it furthers the goal of building relationships and is incurred in the conduct of official UWLAFF business. No reimbursement will be paid if the expense is primarily for personal or social reasons. Spouse/partner attendance must be pre-approved by the employee’s Executive Director.

### **17.3 Alcohol**

- 17.3.1 Employees should refrain from drinking alcohol during the normal workday. However, it is appropriate to offer and partake of an alcoholic beverage with a business guest when the situation warrants. Determining how much alcohol is appropriate as an entertainment expense depends on the specific situation and employees need to discuss this with their Executive Director in advance.

### **17.4 Meals during UWLAFF employee meetings are covered in Section 7.0.**

## **18.0 MEMBERSHIPS AND CLUBS**

- 18.1 **Airport processing services:** to improve employee productivity by avoiding long wait times at airports, certain memberships that speed processing through TSA lines are reimbursable for employees that are expected to travel frequently, defined as at least four times per fiscal year.
  - 18.1.1 TSA Pre-Check five-year membership is reimbursable for frequent travelers.
  - 18.1.2 CLEAR single membership is reimbursable for frequent travelers.
  - 18.1.3 Global Entry is not reimbursable since UWLAFF employees do not travel internationally with any frequency.
- 18.2 **Professional associations:** Vice Presidents may approve one individual professional membership per year per employee if that membership is clearly related to

or a requirement of that employee's position or if a benefit is derived by UWLAFF as a result of that membership.

- 18.3 **Airline club** memberships are not reimbursable.
- 18.4 **Social or athletic club** memberships are not reimbursable unless specifically provided for in an employment contract as necessary for performing UWLAFF business.
- 18.5 **Frequent shopping club** memberships such as Amazon Prime, Costco, and Sam's Club are not reimbursable. Employees may use the UWLAFF business accounts for business purchases as needed.
- 18.6 **Hotel, rental car, and frequent flyer clubs** or similar memberships are not reimbursable.

## **19.0 PARKING**

- 19.1 Traveler parking at their departure airport is reimbursable.
- 19.2 Parking costs for a rental vehicle or personal vehicle during business use are reimbursable, including valet parking if that is the most appropriate option available. Valet parking tips are covered in Section 29.0.
- 19.3 Fines, towing costs or other charges related to parking law violations are not reimbursable (see Section 8.0).

## **20.0 PERSONAL EXPENSES**

Personal expenses are not reimbursable. These include expenses such as haircuts and personal grooming, clothing, toiletries, medications, and personal entertainment such as in-flight movies, headsets, books, magazines, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.

## **21.0 PERSONAL TRAVEL COMBINED WITH BUSINESS TRAVEL**

- 21.1 If a Traveler, while traveling for business purposes, decides to take a personal vacation either before or after the business trip or brings along family members, the Traveler must obtain pre-approval from their Executive Director and the cost of the trip must be split appropriately between business and personal expenses. Only business expenses will be reimbursed.
- 21.2 Business travel is defined as beginning and ending when the Traveler would have reasonably traveled if they had only traveled for business purposes.
- 21.3 Whenever possible, rental vehicles, lodging and other travel expenses for business purposes should be on a separate receipt from personal expenses for clarity. For example, a Traveler is expected to return a business rental vehicle and check out of their business lodging at the end of their business travel whenever reasonably possible.
- 21.4 Travelers must provide written documentation of the differences in price between the cost that would have been incurred for business travel versus the cost incurred with the personal travel included. UWLAFF will reimburse the lowest of these two



costs. Since airfare, lodging and rental car rates can change frequently, this documentation must be from the time the reservation is made.

## **22.0 PERSONAL VEHICLE USE**

- 22.1 Travelers are strongly encouraged to use Enterprise Rental Car whenever possible and will be required to note the reason for not using a rental car when they submit for mileage reimbursement. This is due to the Universities of Wisconsin Corporate rate and insurance coverage.
- 22.2 If the mileage reimbursement for use of a personal vehicle is expected to exceed the cost of a rental vehicle, the Traveler must obtain pre-approval from their Executive Director for personal vehicle use. Depending on the specific circumstances, the traveler may only be reimbursed for the lower of the two costs.
- 22.3 UWLAFF will not be responsible for any damage done to a Traveler's personal vehicle while it is used on company business. The Traveler and their personal insurance will be responsible for any repairs or other claims.
- 22.4 Reimbursement for use of a personal vehicle will be based on the published IRS mileage rate for the date of travel and the mileage from the Traveler's home or Primary Workplace to the destination by the shortest, most straightforward conventional route available.
- 22.5 Mileage for commuting to and from an employee's Primary Workplace is not reimbursable.
- 22.6 Mileage to and from a Traveler's departure airport is reimbursable. Mileage will be calculated on the actual distance traveled to and from the airport.
- 22.7 If a Traveler uses their personal vehicle to conduct official business for UWLAFF, the following guidelines will apply:
  - 22.7.1 Traveler must have a valid driver's license for vehicle being operated.
  - 22.7.2 Vehicle must be insured for minimum liability limits of \$500,000 Combined Single Limit.
  - 22.7.3 All occupants must wear seat belts.
  - 22.7.4 The Traveler must not operate a vehicle while under the influence of drugs or alcohol that might impair the operator's ability to drive safely.
  - 22.7.5 The Traveler is not permitted to use handheld devices while driving the vehicle.
- 22.8 If a Traveler is in an accident in a personal vehicle while conducting UWLAFF business, they must file a police report and notify their Executive Director and the Vice Chancellor of Advancement as soon as practically possible after the accident.

## **23.0 PHONE CALLS**

- 23.1 UWLAFF employees that receive a mobile phone allowance will not receive additional reimbursement for business phone calls.
- 23.2 Reasonable and customary business phone calls will be reimbursed to Travelers not receiving a mobile phone allowance.

23.3 Personal phone calls are the responsibility of the individual and are not reimbursable.

#### **24.0 PREPAID EXPENSES**

24.1 In order to preserve flexibility and reduce costs from unused reservations, prepaid travel expenses such as prepaid lodging and prepaid rental cars are not reimbursable.

24.2 Airfare can be prepaid, provided the ticket can be changed. See Sections 2.1.1 and 2.1.2.

24.3 If a single night deposit is required to make a lodging reservation, that deposit is reimbursable.

#### **25.0 PRINTING, COPYING, FAXING AND SHIPPING**

25.1 Appropriate business expenses incurred while traveling such as printing, copying, faxing, and shipping will be reimbursed.

25.2 Employees who are nursing shall be reimbursed for or UWLAFF will directly pay for, packaging and shipping expressed breast milk home while they are in Travel Status.

#### **26.0 RENTAL VEHICLES**

26.1 Travelers are strongly encouraged to use rental cars from Enterprise for business travel whenever possible. Business Use Contract ID: XZ78809

26.2 Travelers are not permitted to rent cars from private owners using services such as TURO.

26.3 UWLAFF receives discounted rates from Enterprise. Travelers must use Enterprise to rent vehicles unless they can document that (1) a lower rate was available from another company or (2) that Enterprise did not have a car available when reasonably needed for business travel.

26.4 Prepaid rental car costs will not be reimbursed. Travelers should only make reservations that can be changed or cancelled.

26.5 The Enterprise contract provides for additional insurance within the negotiated rate. If a Traveler is renting from a different company, they should accept the additional insurance offered by the rental car company and it will be reimbursable.

26.6 Travelers are authorized to rent full-size or smaller vehicles on business trips when economic, convenience and the specific situation require their use instead of taxis, rideshares, buses, and other forms of transportation.

26.7 In certain circumstances, renting a larger vehicle is allowed with Executive Director pre-approval. Those circumstances include transporting multiple passengers, hauling a

significant amount of gear or luggage for an event or requiring four-wheel drive for safety due to inclement weather or rough terrain.

- 26.8 Premium, luxury or other upgraded vehicles will not be reimbursed unless the rental costs are documented to be equivalent to a full-size or smaller vehicle. For example, if the rental car company is out of full-size cars and provides a free upgrade, the rental costs will be reimbursed.
- 26.9 If a Traveler is in an accident in a rental vehicle, they must report the accident to the rental car company, file a police report, and notify their Executive Director and the Vice Chancellor of Advancement as soon as practically possible after the accident. Travelers are responsible for filing the appropriate insurance claim in a timely manner. Travelers not following this process may be responsible for all accident-related costs.
- 26.10 Travelers can pick up rental vehicles ahead of their departure, but not more than 24 hours ahead. Travelers can delay the return of rental vehicles, but not more than 12 hours after their return home.
- 26.11 Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

## **27.0 SPOUSE OR FAMILY EXPENSES**

Additional costs for transportation, lodging, meals or other travel expenses for spouses or other family members will not be reimbursed unless the individual has an official business purpose for engaging in the travel or attending the event.

## **28.0 TIPS**

- 28.1 Reasonable and customary tips incurred while entertaining or on business travel are reimbursable. Customary tip amounts can vary depending on location, but some general guidelines for the U.S. are
  - 28.1.1 Housekeeping: \$4-5 per night
  - 28.1.2 Porters/bellhops: \$1-2 per bag
  - 28.1.3 Valet parking: \$2-\$5
  - 28.1.4 Transportation: 15-20% of rideshare, taxi, shuttle costs, \$1-2 for short trips
  - 28.1.5 Meals (including delivered meals): 15-20%
- 28.2 Tips on meals are limited to a maximum of 20% on the business purpose (non-personal) total. The amount of a tip in excess of 20% will not be reimbursed.

## **29.0 TRANSPORTATION**

- 29.1 Taxis, shuttles, ride share services, transportation network companies, buses, railways, and ferries are reimbursable.
- 29.2 Use of a chauffeured private town car or limo is not reimbursable.

### **30.0 TOLLS**

Tolls incurred during business travel, whether in a rental or personal vehicle, are reimbursable.

### **31.0 TRAVEL INSURANCE**

The purchase of additional travel or flight insurance is not reimbursable.

### **32.0 WEEKEND TRAVEL EXPENSES**

Weekend travel expenses are not eligible for reimbursement unless business meetings or events occur on a weekend or travel is required on the weekend as a result of returning from a Friday meeting or traveling to a Monday meeting.

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