

NSU Travel Policy

The University travelers are reimbursed for the costs of single standard room accommodations, with a limitation of \$275 per night.

When a reservation needs to be cancelled, the traveler must adhere to the hotel's deadline. Any expense incurred due to a "no show" will not be reimbursed.

Points earned under frequent stay programs that are redeemed for hotel charges are not reimbursable, nor are the related membership fees. Costs to watch movies while on travel status, such as hotel movies, are considered personal entertainment and are not reimbursable by the university.

Expenses incurred for mini bar items, including snacks, and candy are only reimbursable, if claimed as part of the daily meal expense.

Receipts are required for reimbursement within the above limits for all days traveled, whether for a full or partial day. Also, hotel folio and passenger ticket receipts are required and should be attached to the student's travel reimbursement report for verification of travel dates and times. Upon approval, the report should be sent to Business Administration Coordinator and she will forward the reimbursement request form to accounts payable for processing. The traveler will not be reimbursed without the attached documents.

The University's maximum actual daily limit for meals is limited to \$50 per day. Reimbursement for meals (excluding sales tax and gratuities) on the day of departure and day of return will depend on the time of day the employee starts his/her trip, as follows:

On the second and succeeding days, travelers will be reimbursed the maximum actual daily limit of \$50 per day. **The guideline for tax and gratuities is eight per cent for sales tax and a maximum of twenty percent for gratuities (of subtotal). The amounts for sales tax and gratuities should be shown as a separate line item on the expense report.**

DAY OF DEPARTURE	MEALS PAID	DAY OF RETURN	MEALS PAID
Prior to 8 AM	Breakfast, Lunch & Dinner (capped at \$50 total)	Before 11 AM	Breakfast (capped at \$10 total)
Before 12 PM but after 8 AM	Lunch & Dinner (capped at \$40 total)	11 AM - 6 PM	Breakfast & Lunch (capped at \$25 total)
After 12 PM	Dinner (capped at \$25 total)	After 6 PM	Breakfast, Lunch & Dinner (capped at \$50 total)

Meals:

Credit card and/or cash register receipt showing itemized charges (order stubs are not acceptable)

Conference Fees:

Detailed receipt from conference sponsor or copy of registration form

Miscellaneous Charges:

Tips, tolls and other miscellaneous charges require itemized receipts

Miscellaneous Expenses

Non-reimbursable Expenses

Non-reimbursable expenses include but are not limited to the following:

Clothing, toiletry items, or personal care items

Commuting between home and campus

Corporate charge card delinquency assessments

Magazines, newspapers, personal reading materials

Movies

Alcoholic beverages

Personal expenses (such as entertainment, hotel room movies, theater tickets, prescriptions, over the counter drugs, hair services, massages, golf, health club facilities, etc.)

First class or business class airfare upgrade vouchers

Parking tickets, traffic violations and court cost

Travel accident insurance premiums

Charge incurred for failure to cancel hotel reservation ("no show" charges)

Charge incurred for failure to cancel travel reservation ("no show" charges)

Employee parking permits or fees

Loss or damaged baggage

Laundry, dry cleaning or pressing of clothes expenses (travel under 7 days)

Airline Clubs

Corporate charge card delinquency assessments (late fees) due to action of traveler

Gifts to friends or relatives even in lieu of meals and lodging

Personal portion of airfare, hotel or rental vehicle

Expenses submitted for reimbursement more than 12 months after expenses were incurred

Donations to charities

Costs associated with receiving dependent care (such as childcare, eldercare and/or pet care) are not reimbursable