

APPENDIX 1: TRAVEL-RELATED EXPENSES AT A GLANCE

The below applies to expenses paid with personal funds. "All" PCard purchases require a receipt.

Unallowable Expenses	
• Airfare Change Fee Incurred for Personal Convenience	
• Alcohol & Entertainment (WVURC Treasurer may approve exceptions)	
• Baggage Insurance for Personal Items	
• Interest/Late Payment Penalty	
• Laundry Fees	
• Personal Flight Insurance	
• Telephone, Personal (or Fax Charges)	
Allowable Expenses	
	Receipt?
• Abstract Fees required to be paid by conference organizers	Yes
• Airfare – Chartered or Commercial	Yes
• Automobile	
• Personally Owned or State Owned	No
• Rental, commercial	Yes
• Baggage Fees	No, unless > \$75
• Baggage Insurance for Business items	No, unless > \$75
• Change Fee incurred to obtain lower trip cost	Yes
• Change Fee incurred for WVU Convenience	Yes
• Currency Exchange Fees	No, unless > \$75
• Gasoline for Rental Vehicles	Yes
• International travel health insurance	No, unless > \$75
• Internet/Business Communication Expense	No, unless > \$75
• Laundry Fees (only if allowed by grant)	No, unless > \$75
• Lodging	Yes
• Meal and Incidental Expense	No
• Meals – Guardian Travel	Yes
• Parking fees, tolls, etc.	No, unless > \$75
• Passports	No, unless > \$75
• Rail Transportation	Yes
• Registration/Conference Fees	Yes
• Shipping associated with presentation materials	No, unless > \$75
• Taxis	No, unless > \$75
• Telephone, Business (or fax charges)	No, unless > \$75
• United Bank ATM Transaction Fees Only	No, unless > \$75
• Visas, visa photos, inoculations (when specifically for business trip)	No, unless > \$75