Travel Policy: Miscellaneous Expenses

Introduction
The Miscellaneous Expenses Policy articulates necessary, customary and reasonable expenses that are reimbursable, and not reimbursable, when travelling on University business.

The purpose of the Travel Policies are to provide clear policies and procedures that are compliant with state and federal regulations, promote safe travel, and allow for reasonable and manageable travel expenses while maintaining the necessary controls and accountability.

This policy is organized as follows:

- Reimbursable Expenses
- Non-Reimbursable Expenses

Additional Travel Policies for the various component s of travel can be found in the Related Policies section below.

Policy Statement
When travelling on University business, miscellaneous business expenses will be paid by the University if they are reasonable, appropriately documented, properly allocated and authorized, must be accommodated by the relevant operating budget or sponsored project funding, and within the guidelines of these polices.

Through this policy the University strives to promote safe and economical University travel while maintaining the necessary controls, accountability, compliance with applicable federal and state laws, and administrative efficiency. All University funds-including gifts, grants, and contracts, shall be used in a reasonable and prudent manner and only for activities related to Brown’s primary mission of education, research and public service.

Additionally:

- Departments may elect to impose stricter budgetary controls over travel expenditures than those required by this policy.
- Travel charged to a sponsored project should follow the guidelines set forth by this policy unless the funding agency imposes greater restrictions.
- Intentional disregard for the University's travel policy and procedures may be considered grounds for disciplinary action, and/or for prosecution in the case of fraudulent misrepresentation of travel expenses.
- The authority for determining which travel expenditures are reimbursable under a particular grant or contract lies with the Office of Sponsored Projects.

Miscellaneous Travel Expenses

Travel expenses that are necessary, customary and reasonable are reimbursable. The following definitions give guidance on what necessary and customary travel miscellaneous expenses will be reimbursable, or not reimbursable.

Definitions
Reimbursable Necessary and Customary Travel Expenses include:
Baggage handling/storage
Business Office Expenses (fax, copy services, web access, etc.)
Business phone calls
Conference Registration
Gasoline for rental cars
Gifts: In countries where small gifts or trinkets are expected to be received by the host, the expense of these items will be reimbursed. Attach the receipt to the Business Meals and Hospitality Expense form
to the expense reimbursement request.
Gratuities: Travelers will be reimbursed for reasonable gratuities. Gratuities for meals are part of the meal expense. All other tips should be identified as “tips” on the employee reimbursement request.
Inoculations/prescriptions required for international travel
Laundry (if duration of the trip exceeds five days)
Overnight delivery/postage
Telephone: Reasonable telephone call charges will be reimbursed. The purchase of international phone cards will be reimbursed. Brown will not reimburse the purchase of cell phone plan upgrades.
Traveler check fees
Trip Insurance: Please note that insurance for medical evacuation/repatriation is provided by the University through International SOS and does not need to be purchased by the traveler.
Visa/consulate fees

Non Reimbursable Travel Expenses include:

Airline Club Membership dues
Auto repairs
Baggage insurance
Barbers and hairdressers
Child care services
Clothing/toiletry items
Credit card annual fees, delinquency fees, or finance charges
Frequent flyer tickets
Hotel safety deposit box (safe)
Insurance-rental vehicle for domestic travel
Loss or theft of personal funds or property
Lost baggage
Luggage or briefcases
Massages/saunas
Medical expenses while traveling
Membership fees for any travel/cost-reduction programs
Mileage for rental cars
Movies/video games/No-show charges for hotel, car or restaurant services
Over-the-counter medication
Parking ticket and traffic violations
Personal automobile routine maintenance
Personal entertainment
Personal property insurance
Reading materials (magazines, books, newspapers, etc.)
Shoeshine
Souvenirs or personal gifts
Spouse/dependent travel
• Vacation: expenses related to personal days before, during or after a business trip

**Procedures**

• Complete an expense report and attach receipts for any individual travel expenses equal to or greater than $75.
• If receipt lost, complete the Missing Receipt form and attach to the expense report.
• Currency conversion rates must be clearly documented on the receipt.

**Forms/Instructions**

[Missing Receipt Affidavit]

**Human Resources: Interview Expense Reimbursements**

**Related Policies**

Travel Policy: Air Travel
Business Meals & Hospitality
Travel Policy: Ground Transportation
Travel Policy: Lodging
Travel Policy: Miscellaneous Expenses
Travel Policy: Senior Staff Travelling Together
Travel Policy: Traveler and Approver Responsibilities
Visitor Travel Reimbursement

Policy Owner **Approved by** Assistant Vice President and University Controller

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