

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel	Revised:	September 2008
<b>Policy 6.2.23</b>	<b>Other Reimbursable Travel Expenses on Travel Voucher</b>	Responsible Party:	Assistant Vice President for Business Affairs

## **OTHER REIMBURSABLE EXPENSES ON TRAVEL VOUCHER**

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### **Registration Fees**

An employee may receive reimbursement for registration fees for official business conferences, seminars, and workshops. Meals or other personal expense items included in the registration fee are not reimbursable as they are covered by per diem. Receipts for registration fees are required. Non-mandatory registration fees for room and board should be itemized. The breakdown should be listed on the back of the [Travel Voucher](#) and charged to the travel section of the account. It should not exceed the maximum allowed for that location and account. The University may pay registration fees directly.

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### **Telephone and Telegraph Bills**

Telephone and telegraph bills that constitute official business.

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### **Parking Fees**

Parking fees at the headquarters airport; while using a rental car on official business; or while using personal car on official business are reimbursable. Parking fees must be itemized on a daily basis on the back of the [Travel Voucher](#) under "Record of Transportation".

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### **Gasoline for Rental Car**

A receipt is required for gasoline purchases.

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### **Toll Fees**

Toll fees for personal auto and rental cars are reimbursable.

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### **Hotel Occupancy Tax**

If for an in-state trip, the occupancy tax must be identified as to whether it is a city or a county tax.

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### **Other Reimbursable Travel Expenses**

1. Visa and/or passport fees for foreign travel (receipt required).
  2. Airport boarding and departure taxes in foreign countries.
  3. Inoculations for foreign travel (receipt required).
  4. Money orders used for official business (receipt required).
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5. Copy and fax charges made for Health Science Center business purposes (receipt required).
  6. Freight charges to ship State equipment or materials for a presentation (receipt required).
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