

Marshall University Travel  
Chart of Reimbursable Expenses

Travel Item	Reimbursable Amount	Receipt Required	BOG Policy Section	Comments
Air, Commercial Airlines	Actual Expense	Y	5.1	Least expensive fare using most logical and direct route. Written comparison from a contracted travel agency required for all air travel.
Air, State Owned	Actual Expense	Y	5.1.2	
Air, Charter Aircraft	Actual Expense		5.1.2.2	Must be authorized by President or designee
Baggage Storage	See M&IE rate	N/A	9.1b	Included in Incidental Expenses of M&IE rate
Baggage Handling	See M&IE rate	N/A	9.1a	Included in Incidental Expenses of M&IE rate
Bus, City	Actual Expense	N (if < \$75)	5.2.1.5	
Bus, Intercity	Actual Expense	N (if < \$75)	5.2.1.5	Least expensive fare using most logical and direct route.
Cash Advance Fees from an ATM	Actual Expense	Y	10.3	Eligible if in a travel status for a minimum of 2 consecutive days on official business.
Currency conversion	Actual Expense	N (if < \$75)	9.1	Exchange must be provided in writing
Gratuities, Maid Service	See M&IE rate	N/A	9.1	Included in Incidental Expenses of M&IE rate
Lodging, Multiple Occupancy with on-conference attendees	Single room rate including tax OR 80% of double room rate	Y	6	If claiming single room rate rather than 80%, written documentation must be provided.
Lodging, Multiple Occupancy by MU employees on business mission	Actual daily rate including tax		6	It is recommended that each traveler request an individual bill and seek reimbursement.
Lodging, Single Occupancy	Actual daily rate including tax		6	

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Meals and Incidentals, Overnight stay	Actual costs up to the Authorized Daily Rate (ADR) established by the General Service Administration (GSA)	N (unless on guardian travel)	7	See <a href="http://www.gsa.gov">www.gsa.gov</a> for Allowable Daily Rate (Maximum reimbursable amount for day of departure and day of return is 75% of allowable rate)
Meals and Incidentals included in other charges such as registration fees	Meal allowance per day is reduced if meals are included in other expenses per the breakdown specified in the BOG policy	N (unless on guardian travel)	7.2	See <a href="http://www.gsa.gov">www.gsa.gov</a> for Allowable Daily Rate
Meals and Incidentals, without overnight stay and returning 2 or more hours after the normal work day	Actual costs for dinner up to the ADR, actual cost for lunch if traveler in travel status at lunch time.	N (unless on guardian travel)	7.3.2	See <a href="http://www.gsa.gov">www.gsa.gov</a> for Allowable Daily Rate
Meals and Incidentals, without overnight stay and leaving 2 or more hours before the normal work day	Actual costs for breakfast up to the ADR, actual cost for lunch if traveler in travel status at lunch time.	N (unless on guardian travel)	7.3.1	See <a href="http://www.gsa.gov">www.gsa.gov</a> for Allowable Daily Rate
Parking, Garage or Meter	Actual Expense	N (if < \$75)	9	
Public Transit	Actual Expense	N (if < \$75)	9	
Registration Fees	Actual Costs	Y	8	Individual using the State Purchasing Card or other form of direct bill payment of registration fees must submit a copy of the receipt as well as the Direct Bill Authorization Form.
Taxi	Actual Cost if not used to travel between hotel with restaurant and eating establishment	N (if < \$75)	9	

Travel Item	Reimbursable Amount	Receipt Required	BOG Policy Section	Comments
Telephone Calls, Business Related	Actual Cost	N (if < \$75)	9	
Telephone Calls, Personal	Up to \$3.00	N	9	1 personal call per day on overnight stays; 1 personal call on one day trips if plans are changed.
Tolls, Road and Bridge	Actual Cost	N (if < \$75)	9	
Vehicles, Rental (More than 3 but less than 5 occupants)	Actual costs - daily rate for full size car, fuel and mileage charges	Y	5.2.1.3	Questions regarding current rental car contract should be directed to University Purchasing Office.
Vehicles, Rental (3 or fewer occupants)	Actual costs - daily rate for mid-size or small car fuel and mileage charges	Y	5.2.1.3	Use of UB Corporate Travel Card will provide collision coverage - otherwise, it should be purchased.
Vehicles, Privately owned	\$0.505 per business mile	No	5.2.1.2	Effective 07/01/08
Vehicles, University owned	N/A	N/A	5.2.1.1	Make arrangements with university parking and transportation office.