

## Employee Expenses - Reimbursable vs. Non-Reimbursable

Last Update -12/12/17

Type of Expense	Description	Reimbursable?	Policy	Online or Form	Comments
					Cap of \$275 nightly room rate less taxes and resort fees for travel less than 30 days within the Continental United States. Refer to <a href="https://controller.ucsf.edu/how-to-guides/accounts-payable/travel/book-lodging-for-exclusions">https://controller.ucsf.edu/how-to-guides/accounts-payable/travel/book-lodging-for-exclusions</a>
Travel	Hotel/Lodging	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	
Travel	Airfare	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Book Coach or Economy class. Refer to G-28 for exceptions.
Travel	Rental Car	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	
Travel	Meals while on travel status	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Only if over 24 hours.
Travel	AB 1887 - Travel to Restricted States	MAYBE	<a href="#">G-28 Travel Policy</a>	MyExpense	Certain travel restrictions and exceptions apply to the AB 1887 restricted states
Travel	Internet	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	
Travel	Telephone calls - personal	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Limit per day
Travel	In-hotel room movies	NO	<a href="#">G-28 Travel Policy</a>	NA	
Travel	Gym Memberships	NO	<a href="#">G-28 Travel Policy</a>	NA	
Travel	Bridge Toll Charges	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Expenses necessary to accomplish the official business purpose of the trip
Travel	Taxi fare	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Only when use of public transportation or shuttle service is impractical or not available
Travel	Official Vehicles - State of California Pool Cars	NO	<a href="#">G-28 Travel Policy</a>	N/A	No longer allowed to use State pool cars
Travel	Public Transportation fare	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	
Travel	Emergency Repair to University Cars	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	
Travel	Frequent Flyer Miles	NO	<a href="#">G-28 Travel Policy</a>	NA	
Travel	Service Charge on Lost Tickets	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Provided such occurrences are infrequent
Travel	Mileage	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Incurred between the traveler's headquarters and the common carrier or destination
Travel	Gasoline for private vehicle	NO	<a href="#">G-28 Travel Policy</a>	NA	Such expenses are included in the mileage reimbursement rate
Travel	Gasoline for rental vehicle	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	
Travel	Ferry fares	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	When ordinary and necessary to accomplish the official business purpose of a trip
Travel	Parking Fees - Day Parking	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Incurred on business trips away from employee's headquarters
Travel	Parking Fees - Overnight Parking	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Incurred on overnight business trips away from an employee's headquarters or residence.
Travel	Valet Parking	NO	<a href="#">G-28 Travel Policy</a>	NA	Charges in excess of normal parking fees is not reimbursable, unless traveler obtains an exception
Travel	Shuttle services	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	To and from the airport, plus reasonable tips
Travel	Motorcycle usage	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Motorcycle usage allowed and reimbursable by the University Police Department and in foreign locations when an automobile transportation is not an available option and consistent with approved policies for foreign locations
Travel	Host Gift	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	Up to \$75 when traveler lodges with a friend or relative while on official business. Receipt required for expense over \$25.00
Travel	Laundrying, cleaning, or pressing of clothing	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	If business trip exceeds six consecutive days
Travel	Passport Fee	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	When ordinary and necessary to accomplish the official business purpose of a trip
Travel	Visa Fee	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	When ordinary and necessary to accomplish the official business purpose of a trip
Travel	Immunization	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	When ordinary and necessary to accomplish the official business purpose of a trip
Travel	Currency Conversion	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	When ordinary and necessary to accomplish the official business purpose of a trip
Travel	Check Cashing Fee	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	When ordinary and necessary to accomplish the official business purpose of a trip

Travel	Traveler's Checks	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	When ordinary and necessary to accomplish the official business purpose of a trip
Travel	Conference Registration Fees Ancillary Charges (e.g. carry-on and check-in baggage fees, early check-in or priority boarding, higher cost Economy Plus or Extra Comfort, etc.	YES	<a href="#">G-28 Travel Policy</a>	MyExpense	
Travel		YES	<a href="#">G-28 Travel Policy</a>	MyExpense	
Entertainment & Meetings	Business Meeting Expenditures	YES	<a href="#">BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions</a>	BearBuy Meeting & Entertainment Payment Request Form	Per person limit
Entertainment & Meetings	Entertainment Expenditures	YES	<a href="#">BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions</a>	BearBuy Meeting & Entertainment Payment Request Form	Per person limit
Entertainment & Meetings	Recruitment Expenditures	YES	<a href="#">BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions</a>	BearBuy Meeting & Entertainment Payment Request Form	Meals or light refreshments - per person limit
Entertainment & Meetings	Employee Morale-Building Activities	YES	<a href="#">BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions</a>	BearBuy Meeting & Entertainment Payment Request Form	Meals or light refreshments associated with employee morale-building and appreciation activities - per person limit
Entertainment & Meetings	Employee Birthday Celebrations	NO	<a href="#">BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions</a>	NA	
Entertainment & Meetings	Employee Weddings, Anniversaries, or Other Personal Occasions	NO	<a href="#">BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions</a>	NA	
Awards & Gifts	Employee Recognition Gift	YES	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	MyExpense	Per Person limit
Awards & Gifts	Employee Length of Service Gift	YES	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	MyExpense	Must have at least 5-yrs of service; \$400 limit
Awards & Gifts	Employee Retirement Gift	YES	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	Check Request	\$400 Limit, awarded as part of a meaningful ceremony not determined based on employee's classification
Awards & Gifts	Sympathy Gift (e.g. flowers) to Employees	YES	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	Check Request	\$75 limit for tangible personal property; \$200 limit for cash contribution to charitable organization (must first obtain additional approval from University Relations)
Awards & Gifts	Prizes and Other Gifts	YES	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	Check Request	\$75 per person limit
Awards & Gifts	Cash Gifts	NO	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	NA	Except donations to charity as an expression of sympathy
Awards & Gifts	Gift Certificates and Cards for services	NO	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	NA	
Awards & Gifts	Recreation Membership	NO	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	NA	
Awards & Gifts	Season Tickets to sporting or cultural events to Employees	NO	<a href="#">Employee Non-Cash Awards and Other Gifts</a>	NA	
Awards & Gifts	Promotional Gifts	YES	<a href="#">Employee on Behalf of the University Gifts Presented to Non-Employee on Behalf of the University</a>	MyExpense	Gifts of tangible personal property that bears the logo of the University (i.e. T-shirt, cap, mug, etc.); \$75 per-individual limit
Awards & Gifts	Appreciation or Recognition to Non-Employees	YES	<a href="#">Employee on Behalf of the University</a>	MyExpense	\$250 per individual limit

			<a href="#">Gifts Presented to Non-Employee on Behalf of the University</a>	Payment Request	
Awards & Gifts	Sympathy Gift (e.g. flowers) to Non-Employees	YES	<a href="#">University</a>	Form	\$75 limit for tangible personal property
Relocation	Airfare	YES	<a href="#">Relocation Policy</a>	TEV	Final airfare (employee and household members only) are non-taxable & reportable. Other airfares are taxable & reportable
Relocation	Mileage	YES	<a href="#">Relocation Policy</a>	TEV	Mileage rate differs from "University Business Travel". Mileage for final trip is non-taxable but reportable. Mileage for other trips are taxable & reportable.
Relocation	Household Goods	YES	<a href="#">Relocation Policy</a>	TEV	Household goods & personal effect from the old to the new residence. Non-taxable & reportable.
Relocation	Mileage for private vehicle	YES	<a href="#">Relocation Policy</a>	TEV	For final trip only, non-taxable but reportable. Mileage is reimbursable.
Relocation	Gasoline for rental vehicle	YES	<a href="#">Relocation Policy</a>	TEV	For final trip only, non-taxable but reportable.
Relocation	Rental Vehicle	YES	<a href="#">Relocation Policy</a>	TEV	For final trip only, non-taxable but reportable. Rental vehicle costs incurred while primary vehicle is being shipped to the new location is taxable & reportable
Relocation	House Hunting-Travel expenses, meals & lodging for pre-move	NO	<a href="#">Relocation Policy</a>	TEV	Generally, house hunting trips are not reimbursable.
Relocation	Meals and lodging at new Job location	YES	<a href="#">Relocation Policy</a>	TEV	Meals and lodging (after day of arrival) while occupying temporary quarters in the area of the new job location for 30 days. Taxable & Reportable
Relocation	Meal expenses - old residence to new residence	YES	<a href="#">Relocation Policy</a>	TEV	Meals expenses incurred in traveling/moving from old residence to the new residence. Taxable & reportable
Relocation	Lodging - old residence to new residence	YES	<a href="#">Relocation Policy</a>	TEV	Lodging expenses incurred while in the general location of the old residence "within one day" after it is no longer suitable for occupancy and while en route from the old residence to the new residence including the day of arrival at the new residence. Non-taxable & reportable.
Relocation	Qualified residence sale, purchase, and lease expenses( including home improvements, disconnecting and/or connecting utilities, mortgage penalties, real estate taxes, breaking a lease,	NO	<a href="#">Relocation Policy</a>	NA	
Relocation	Loss on the sale of a home	NO	<a href="#">Relocation Policy</a>	NA	
Relocation	Real Estate Taxes	NO	<a href="#">Relocation Policy</a>	NA	
Relocation	Any part of the purchase price of a new home	NO	<a href="#">Relocation Policy</a>	NA	
Relocation	Settlement of unexpired lease	YES	<a href="#">Relocation Policy</a>	NA	Actual and reasonable cost not to exceed six months or \$25,000, whichever is less
Relocation	Closing costs for purchase of a new primary residence, selling costs from the sale of a former primary residence, or settlement costs for an unexpired lease when relocation is required	YES	<a href="#">Relocation Policy</a>	NA	The amount of the reimbursement will depend on prevailing practices within the area of the sale. Non-taxable & reportable
Relocation	Parking & Tolls - Final Move	YES	<a href="#">Relocation Policy</a>	TEV	Non-Taxable & reportable.
Relocation	Parking Fee/Permit for Container Drop-off	YES	<a href="#">Relocation Policy</a>	TEV	Taxable & Reportable
Relocation	Storage	YES	<a href="#">Relocation Policy</a>	TEV	One Month Storage is non-taxable & reportable. Greater than 30 days storage is taxable & reportable
Relocation	Domestic Pets	YES	<a href="#">Relocation Policy</a>	TEV	Transportation of domestic pets (does not include livestock) from the old to the new residence. Expenses associated with kenneling of such pets are not reimbursable. Non-taxable & reportable
Relocation	Movers - Hired & Paid by Employee	YES	<a href="#">Relocation Policy</a>	TEV	Movers hired by employees are non-taxable & reportable.
Relocation	Movers - Hired by Employee but Paid by University	YES	<a href="#">Relocation Policy</a>	TEV	Movers hired by employees are non-taxable & reportable.
Relocation	Directly to movers	YES	<a href="#">Relocation Policy</a>	Vendor's invoice	non-taxable & non-reportable