

## Travel and Expenses Reimbursement Eligibility Quick Guide

| Travel  |  |  |   |
|---|--|--|---|
| Expense type                                    | Eligible   | Ineligible   | Eligible with conditions  |
| <i>Accommodations</i>                           | Double occupancy rate at hotel accommodating most attendees of the meeting   | Luxury Accomodations   | Billeting with friends or family                                  |
|   | Short-term rentals (e.g. AirBnB)   |  |   |
| <i>Airfare</i>                                  | Lowest available airfares up to standard economy class   | Business, executive, or first class fares  | Economy fare suitable to student's schedule over lowest available |
|   |  | Flights purchased using frequent flyer points  |   |
| <i>Amenities</i>                                | Gratuities for service (must be itemized). Subject to cumulative maximum: Incidentals – \$10 maximum   | Hotel room mini bar and movies   |   |
| <i>Baggage</i>                                  | Carry-on baggage fees  | Checked baggage fees for travel 4 days or less   | Checked baggage fees for travel 5 days or more                    |
| <i>Cancellation Insurance &amp; Fees</i>        |  | Cancellation fees arising from failure to cancel transportation or hotel reservations  |   |
| <i>Child/dependent care</i>                     |  |  | Child/dependent care available with pre-approval by an Authorizer |
| <i>Combining Business &amp; Personal Travel</i> |  | Any expenses that would not otherwise be incurred during CFMS Official Business  |   |
| <i>Conference Registration</i>                  | Conference and seminar registration fees, including fees for required conference activities  | Optional conference activities (eg. golf tournaments)  |   |
|   |  | Payment of registration fees for other individuals   |   |
| <i>Foreign Currency</i>                         | Foreign exchange fees or charges for converting funds  |  |   |
| <i>Interest Charges</i>                         |  | Interest charges on either corporate or personal credit card balances  |   |
| <i>Internet</i>                                 |  | Internet connection rental unless deemed necessary by an Authorizer  | Internet connection rental deemed necessary by an Authorizer      |
| <i>Meals and Alcohol</i>                        | Meals, on a per meal basis (within reason), including taxes and gratuities (18% maximum):<br>Breakfast – \$15 maximum<br>Lunch – \$25 maximum<br>Dinner – \$35 maximum | When meals are provided by the conference, hotel, or event. Purchase of alcohol and alcoholic beverages is not permitted (unless otherwise excepted by the CFMS Travel Policy) |   |

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| <i>Mileage for Private Vehicles</i>     | Personal Automobile Travel mileage will be reimbursed at a rate of \$0.40 per kilometer (\$0.40/km), with no additional reimbursement for gas expenses. This amount is not to exceed the cost of air travel.   | Mileage as a passenger in a private vehicle  |  |
|   |  | Additional private automobile insurance  |  |
| <i>Laundry &amp; Valet</i>              | Laundry charges if trip exceeds 7 days. Subject to cumulative maximum.   | Laundry charges if trip is under 7 days and any valet charges  |  |
| <i>Parking</i>                          | Expenditures for reasonable parking with receipt (if need is warranted, cost savings must be demonstrated over taxi usage)   |  |  |
| <i>Passports &amp; Travel Documents</i> | Required special visas and travel papers   | Passport fees  |  |
| <i>Public Transport</i>                 | Reasonable expenditures for taxis and other public transportation to airports, railway stations, appointments, hotel locations and   | Intra- or inter-city transportation not necessary for Official Business  |  |
| <i>Rental Vehicles</i>                  | Compact, mid-size or full-size vehicle rental (if need is warranted, cost savings must be demonstrated over taxi usage) Rental cars expenses will be reimbursed only if deemed the most economic and efficient method of transportation and at the discretion of an Authorizer in advance of the reservation | Rental of luxury vehicles. Use of a rental car excludes the Approved Traveler from claiming the "Personal Automobile Travel" mileage rate; however, gas expenses will be eligible for reimbursement. |  |
| <i>Telephone &amp; Data Usage</i>       | Telephone calls and data charges related to Official Business  | Personal telephone calls (not for Official Business)   |  |
| <i>Travel Insurance</i>                 | Travelers' medical insurance and required vaccinations (if outside US and Canada)  | Personal travel insurance  |  |
| <i>Travel Companion</i>                 |  | Travel expenses of any companion without pre-approval by an Authorizer (eg. spouse or assistant due to a extenuating circumstances)  | Travel expenses of any companion with pre-approval by an Authorizer (eg. spouse or assistant due to extenuating circumstances) |