

- i. Airport Fast Park 18899 Snow Road *
 - ii. Park Place 18951 Snow Road*
 - c. The University reserves the right not to reimburse overnight parking fees that exceed the cost of a taxi, or use of Uber or Lyft ride sharing services.

- E. Car rental. Rental cars are authorized if their use is as economical as any other type of transportation.
 - a. When driving over 200 round-trip miles on a single business trip, Authorized Drivers should rent a vehicle rather than driving personal vehicles and submitting mileage.
 - b. University guidelines do not provide for the reimbursement of luxury vehicles. The U

G. Parking, Tolls and Other Vehicle Expenses.

- a. Transportation costs for parking fees and tolls are reimbursable on an actual cost basis in addition to the standard mileage rate.
- b. Services that are personal in nature such as car washing, detailing, oil changes, etc. are not reimbursable.

H. Meals. Reasonable personal meal expenses are reimbursed at actual cost including gratuities. Fiscal prudence and common sense should be used. Expenditures ~~will not be~~ reimbursed.

Expenses for meals in addition to those covered within a registration fee, seminar cost, etc. will not be reimbursed without extenuating circumstances. Geographic location may be a consideration in determining the reasonableness of meal expenses.

Travelers should select restaurants that are reasonably priced. The University meal allowance is not a per diem; it assumes actual expenses per meal have been incurred. The individual meal guidelines below should be followed whenever possible. Meal expenses that exceed these guidelines may require written justification:

- a. Breakfast up to twenty dollars (\$20.00) will be reimbursed whenever the traveler is out of town the previous night or incurred travel begins earlier than a normal breakfast.

charges arising from the avoidable failure by the employee to cancel reservations will be reviewed and may require justification. Repeated failure to cancel reservations may result in corrective action and/or reimbursement of cancellation charges by the employee to the University. Employees should ask for a cancellation number and the hotel name when canceling reservations.

J.

University Vehicles
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