

TRAVEL EXPENSE REFERENCE SHEET

EXPENSE	ALLOWABLE	EXPLANATION
Airline/Hotel Cancellation and Change Fees	NO	Except emergencies and for the convenience of the University.
Airline Early Bird Check-In Fees	NO	
Alcoholic Beverages	NO	Alcoholic beverages and associated taxes are not reimbursable.
Baggage	YES	As appropriate to support business travel with itemized receipt.
Business Materials	YES	University business related while on approved travel, must be reasonable with an itemized receipt.
Car Rental Coverage Employee Travelers Collision Damage Waiver (CDW/LDW) U.S. Rentals	NO	State of Maryland is self insured.
Car Rental Coverage Non-Employee Travelers Collision Damage Waiver (CDW/LDW) U.S. Rentals	YES	Only CDW/LDW is reimbursable.
Car Rental Coverage	NO	Car Wash, Carefree Personal Protection (CPP), Extended Protection (EP), Liability Insurance Supplement (LIS), Personal Accident Insurance (PAI), Personal & Accident & Effect Coverage (PAE), Renter's Liability Protection, Roadside service Plan (RSP), Super Personal Accident Insurance (SPAI), Supplement Liability Insurance (SLI), Theft Protection (TP), Third Party Insurance (TPI).
Car Rental	YES	GARS, Concession Facility Fee, Vehicle License Fee
Gift Cards and Certificates	NO	
Gratuities	YES	Must be reasonable.
Laundry/Valet	YES	With itemized receipt, when domestic travel exceeds five (5) working days; International travel, laundry is included in the per diem allowance.
Meals	YES	Refer to the UMBC Travel Policy and Procedures for specifics.
Mileage	YES	Mileage is measured from the closer of the duty station or point of departure to destination and return for travel on days during the employee's normal work schedule, minus daily commute miles. For travel on days that are not part of the employee's normal work schedule, actual mileage is reimbursable. Non-employees will be reimbursed for actual mileage driven.
Parking	YES	Reasonable, with an itemized receipt.
Passport	NO	
Personal Items	NO	Example: Sunscreen, toothpaste, deodorant, soap, t-shirts, etc.
Registration Fees	YES	With itemized receipt.
Taxi	YES	With itemized receipt.
Telephone/Fax/Internet/WiFi	YES	University business related, while on approved travel with itemized receipt.
Toll Charges	YES	With itemized receipt.
Visa Fees	YES	When required for official University travel, with itemized receipt.

**Please either call (X52316) or email (travel@umbc.edu) the Travel Desk with additional questions.