

Allowable Expenses (Travel, Meals, and Entertainment) Guide

The following items are allowable travel, meals, and entertainment expenses (T&E) when incurred for a University business purpose and approved by the authorized approver. The list is intended as a guide, but may not cover all allowable T&E expenses. Contact Accounts Payable (acctpay@richmond.edu) for items not listed or check the *Non-Allowable Expenses Guide*.

- Airfare (including taxes and booking fees)
- Airline ancillary fees (extra leg room, window/aisle/main cabin seating, etc.)
- AMTRAK
- Auto Rental
- Baggage fees (generally up to two bags)
- Bus, shuttle, subway, or metro fees
- Companion expense when there is a documented disability and approved by a University disability advisor
- Dry cleaning/laundry when travel is for seven (7) or more consecutive days, or an emergency situation. Detailed explanation must be provided.
- Faxes
- Gas for rental or University vehicle, only
- Gifts for host (when staying with family or friends in lieu of a hotel stay)
- Internet/WIFI service
- Lodging
- Meals while traveling or entertaining guests on University business
- Mileage for personal vehicles
- Parking fees, tolls
- Registration fees for conferences, workshops, etc.
- Taxi or rideshare services such as Lyft or Uber
- Tips or gratuities

Additional Expenses Allowed for International Travel Only

- Currency exchange fees
- Immunizations
- Passport or Visa fees