



**Short Form  
List of Allowable Expenses**

The following table provides a brief (but not all-inclusive) summary of allowable University of Chicago travel expenses for the occasional traveler (an individual who travels for a few days, now and then) students and visitors. This document does not replace the University travel policy. Travelers should refer to Financial Policy 1202 for a complete list of allowable travel expenses and reimbursement procedures. Prior to taking a trip, travelers should consult the unit providing funding to see if the unit has requirements that are more restrictive than University policy

Always use this form in conjunction with the Travel Expense Envelope.

| <i>Item</i>  | <i>What is Allowable</i>   |
|--|--|
| <b>Airline -Domestic</b><br>Airline ticket                                   | Standard Coach Fare or equivalent  |
| <b>Airline -International</b><br>Airline ticket, including Hawaii and Alaska | <b>Standard Coach Fare</b> or equivalent<br><b>Business Class</b> but only for specific, approved reasons noted in travel policy.  |
| <b>Train</b>   | Standard coach class ticket  |
| <b>Car, Personal</b>   | Reimbursed up to the IRS approved mileage rate. Mileage must not exceed standard coach airfare for the trip.   |
| <b>Car, Rental</b>   | Up to Full-size, four door   |
| <b>Car, Rental Insurance</b>   | <b>Domestic</b> - Decline coverage<br>Expense will not be reimbursed since University provides blanket CDW insurance coverage<br><b>Foreign</b> - Take insurance<br>Insurance can be reimbursed.   |
| <b>Transportation, Other</b>   | Actual and reasonable expenses<br>Limousine, taxi, and bus expenses will be reimbursed.  |
| <b>Lodging</b>   | Single room rate, but no personal expenses such as in-room movies, health club fees and the like.  |
| <b>Lodging, Per Diem</b>   | Reimbursed up to the published maximum federal daily rate. Must also take the meal and incidental expense (M&IE) per diem.   |
| <b>Meals</b>   | Actual and reasonable expenses   |
| <b>Meals, Per Diem</b>   | Will be reimbursed up to the published federal meal and incidental expense (M&IE) daily rate.  |
| <b>Meals, Business</b>   | Actual and reasonable expenses   |
| <b>Incidentals</b>   | The following expenses can be reimbursed: <ul style="list-style-type: none"> <li>• Tips, tolls, parking fees</li> <li>• Gas for rental car</li> <li>• Business phone calls, including one call home per day</li> <li>• Telegrams, copies, faxes</li> <li>• Postage &amp; Mailing fees</li> <li>• Currency conversion &amp; ATM fees</li> <li>• Various business expenses related to foreign travel, visa, Passport charges, and airport tax</li> </ul> |

If you need more space than what is provided on the Travel Expense Envelope, use the space below to record any additional expenses. Make sure to combine the **total** expenses from this form with those recorded on the envelope.

| <i>Meals</i> |                     |                 |                  |
|--------------|---------------------|-----------------|------------------|
| <b>Date</b>  | <b>Breakfast \$</b> | <b>Lunch \$</b> | <b>Dinner \$</b> |
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|              |                     |                 |                  |
| <b>TOTAL</b> |                     |                 | \$               |

| <i>Other &amp; Incidental/Out of Pocket Expenses<br/>(Taxis, gas, parking, tolls, baggage handling, etc.)</i> |             |                  |
|---|-------------|------------------|
| <b>Date</b>   | <b>Item</b> | <b>\$ Amount</b> |
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| <b>TOTAL</b>  |             | \$               |