

Quick Reference Table for Business Related Expenses

Business Expense	Allowable Costs	Receipt Requirements	Other
Air Travel – Domestic	Coach class or least costly consistent with the itinerary Upgrades at University expense are not permitted	Original passenger receipt, E-ticket OR other proof of purchase AND boarding pass	
International Air Travel	Coach class; or business class airfare when any leg of the flight is longer than five hours	Original passenger receipt, E-ticket OR other proof of purchase AND boarding pass	
Hotel	Single Room Rate Business Phone Calls Luggage Storage & tips for service	Original receipt with line item breakdown	
Automobile-Private	Current IRS Rate	Mileage log submitted on a Travel Expense Form	
Auto- Rental	Use compact rates and the following preferred rental companies: Avis Rental Enterprises Rental Car	Itemized rental car receipt including daily rate and other fees	
Meals	Actual costs, excluding alcohol, except when appropriately authorized	Itemized Receipt OR Front & back of cancelled checks	Alcohol will not be reimbursed on Federal awards
Phone Calls	Actual costs, not monthly plan fees, or percentages	Invoice OR credit card statement and line item call detail	
Train/Rail	Coach class, reserved or unreserved seats	Train/Rail ticket OR front and back of cancelled checks	
Other/Miscellaneous	Actual Costs	Itemized receipt OR front and back of cancelled checks	
Conference/Registration Fees	Actual costs including any educational discounts	Receipt from conference OR printout from on-line payment along with conference invoice	Should be done as prepayment when possible