

### Travel Expenses: Allowable and Non-Allowable Chart

Account Code	Item	Receipt Required	PCard Eligible	Allowable	Non-Allowable
H127XX H128XX	Mileage of personal vehicle – EMPLOYEE Mileage of personal vehicle – NON-EMPLOYEE			YES YES	
H127XX H128XX	Airfare – EMPLOYEE Airfare – NON-EMPLOYEE	YES YES	YES YES	YES YES	
H132Xx	Vehicle Rental	YES	YES	YES	
H150XX	Fuel for Vehicle Rental	YES	YES	YES	
H157XX	Registration Fee	YES	YES	YES	
H127XX H128XX	Lodging – EMPLOYEE Lodging – NON-EMPLOYEE	YES YES	YES YES	YES YES	
H127XX H128XX	Concierge Tips-EMPLOYEE Concierge Tips-NON-EMPLOYEE	➤ \$75.00 ➤ \$75.00		YES YES	
H127XX H128XX	Tolls-EMPLOYEE Tolls-NON-EMPLOYEE	➤ \$75.00 ➤ \$75.00	YES YES	YES YES	
H127XX H128XX	Overnight Meals-EMPLOYEE Overnight Meals-NON-EMPLOYEE			YES YES	
H127XX H128XX	Parking-EMPLOYEE Parking-NON-EMPLOYEE	YES YES	YES YES	YES YES	
H127XX H128XX	Taxi Service or Uber-EMPLOYEE Taxi Service or Uber-NON-EMPLOYEE	YES YES	YES YES	YES YES	
	Fuel in Personal Vehicle				YES
	Entertainment				YES
	Membership dues on registration				YES
	Alcohol				YES
	Traffic Violations				YES
	Souvenirs				YES