

### Travel Policy Cheat Sheet

This document is intended as a guideline only. Please refer to actual USNH policies if clarification is needed. If there is a conflict, USNH travel policies supersede. Click anywhere in this box to view the USNH Travel Policies.

Category	Reimbursable	Non-Reimbursable	Links and Comments
<b>Air</b>			
<b>Air Policy</b>			
Flights - Coach Fare only	X		Lowest Fare Possible, Flight should leave no earlier than 24 hours prior to the conference and return no later than 24 hours after the conference has ended. Additional days expenses are not reimbursable unless the expenses of that day are less than the savings on the flight by leaving a different day. Documentation must be provided.
Business or First class airfare		X	
Airport Parking	X		Most cost efficient lot.
Baggage Fee	X		
Excess fee for personal items such as golf clubs, skis, etc.		X	
Early Check in Fee		X	
Guaranteed standard seat when not included in the basic fare	X		
Intra-national and international driving permits		X	
In-flight internet access	X		
Insurance for Flights		X	
International Travel	X		USNH travelers must register international travel with USNH PRIOR to planning or booking any international trips. Register here
International Travel-Sponsored Program	X		You must comply with 19th America Act see Section D of Procedure 07-005 Air Travel, Domestic and Foreign
Meals during flight		X	Included in Per Diem Rate
Transportation to and from Airports	X		Most cost efficient means of travel to and from airports.
Upgraded Seats, Legroom or Class		X	
<b> Lodging</b>			
<b>Lodging Policy</b>			
Hotel/Breaker Fee and taxes	X		
Room Service		X	
Tips to Hotel Staff/Housekeeping/baggage service		X	Included in Per Diem Rate
Auto and similar	X*		*Please refer to procedure 07-006 section II for requirements related to alternative lodging accommodations.
Use of Personal Car for Business Related Travel			Personal car use allowed only when it is the most cost efficient method. Traveler should weigh use of personal car against car rental and use the most cost efficient choice. <span style="float: right;">Personal Car Policy</span>
Actual Mileage at IRS Standard Rate	X		
Parking - Other than Airport	X		
Repairs/Maintenance		X	Included in Standard IRS Mileage Rate
Operating Cost (Gasoline, Wiper Blade, Flat Tires, Etc.)		X	Included in Standard IRS Mileage Rate
Accidents, Damages, Theft, Insurance		X	
<b>Auto Rentals</b>			
When possible, USNH P-Card should be used to pay for auto rentals. <span style="float: right;">Auto Rental Policy</span>			
Accidents, Theft, Damages, etc.		X	
Operating Cost (Gasoline, Wiper Blade, Flat Tires, Etc.)	X		
Parking	X		
Rental Fee	X		
Tolls	X		
Insurance		X	Renters must decline: When using your USNH provided P-Card for payment, insurance is included. When using a personal card to pay for rentals, USNH insurance covers the rental car.
<b>Meals</b>			
<b>Travel Meals Policy</b>			
Alcohol or Alcoholic Beverages		X	
Business Meals (2-5 people)	X		Requires Who, What, Where, When, and Why and list of names of all participants
Business Meals (6 or more)	X		Requires Who, What, Where, When, and Why with specific business that was discussed. Individual names are not required.
Meals (for self)		X	(A Federal Per Diem Not allowed on a P-Card)
Meals for Personal Travel Companion		X	
Meals Purchased in Lieu of Conference Provided Meals		X	
Portion of per diem for conference meals paid as part of registration fee		X	
Tips on meals for self		X	
Tips on business meals	X		Included within the Per Diem Rate Up to 20%
<b>Other Reimbursable expenses</b>			
Business Office Expenses ( Fax, Copy Services, and Internet Charges)	X		
Conference Fees	X		
Currency Conversion Fees	X		
Laundry/Dry Cleaning	X		
Taxi Driver-Tips	X		Tips Exceeding Five Days
Tolls	X		Up to 15%
<b>Other Non-Reimbursable expenses ( This list is not all inclusive)</b>			
Childcare or pet care costs		X	
Health Club fees		X	
Lost baggage		X	
Movie rentals, theater tickets, newspapers, magazines, subscriptions, over the counter drugs		X	
Parking tickets and fines for traffic violations		X	
Penalties, Towing Charges, and Fines		X	
Personal aircraft usage		X	
Personal expenses including personal portion of airfare, and personal use portion of a car rented for USNH business		X	
Souvenirs and personal gifts		X	
Visa fees and cost of obtaining passport for business travel		X	

#### Authority to approve exceptions

Exceptions to USNH Travel Policy require campus CFO or designee approval, except when the exception to the policy is due to disability or medical condition(s) in which case the Campus ADA Compliance Officer or equivalent must approve the exception.

#### Important Note when claiming Mileage

Transportation expenses of getting from one workplace to another within the general area of your tax home are reimbursable by USNH while commuting expenses (the cost of getting from your residence to your main or regular work location) are not reimbursable. Also reimbursable are transportation expenses of getting from your residence to a temporary work location. For employees without a main or regular work location, their tax home is wherever they work that day. Refer to procedure 07-009 personal Auto Expenses for examples.