

ALLOWABLE/UNALLOWABLE TRAVEL/ENTERTAINMENT EXPENSES

ALLOWABLE

- Air fare
- Lodging
- Meal (use [per diem rates](#))
- Ground transportation:
 - Use of personal vehicles is reimbursed at the current GSA rate.
 - Taxi and ride-hailing services are reimbursed based on actual expenses

UNALLOWABLE

- Airlines,
 - Airline clubs
 - Airline upgrades
 - Business class ticket unallowable for flights less than 7 hours
 - First-class or private aircraft
- Alcohol
- Books, Magazines, Newspapers for personal use
- Child-care, babysitting, house-sitting, pet-sitting/kennel charges
- Costs incurred by traveler's failure to cancel transportation or hotel reservations in a timely fashion
- Formal wear expenses
- Flowers
- Gifts
- Haircuts and personal grooming
- Laundry and dry-cleaning
- Passports, vaccinations, and visas, when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities, and related incidental costs
- Spouse or Dependent Expenses
- Travel accident insurance premiums and/or purchase of additional travel insurance (with the exception of international health insurance)
- Expenses related to amusement, diversion, and social activities

See the [Northwestern Travel, Entertainment, & Courtesy Policy](#) for more details.

Contact librarygrants@northwestern.edu with any questions.