

## NUL ALLOWABLE/UNALLOWABLE TRAVEL/ENTERTAINMENT EXPENSES

### ALLOWABLE

- Air fare
- Lodging
- Meal (via either itemized receipt or [per diem](#)):
  - Dinners may not exceed \$90 per night, including tax and tip.
- Ground transportation:
  - Use of personal vehicles is reimbursed at the current GSA rate.
  - Taxi 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)
- Other expenses not directly related to performance of the travel assignment (i.e., amusement, diversion, and social activities)

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

Contact [librarygrants@northwestern.edu](mailto:librarygrants@northwestern.edu) with any questions.