Airfare Upgrades (e.g. extra leg room) Yes Airfare Upgrades (e.g. extra leg room) Yes Airfare Upgrades (e.g. extra leg room) No Checked luggage/Flight insurance Yes Purchases made with frequent flyer miles No and/or points from similar rewards programs No Hotel and flights) No Excess baggage or excess baggage weight Yes No-show/Cancellation fees (Hotel & flights) Yes Auto Rental (including gas) Yes, if not booked with green Amex corporate card or with preferred on rental cars Gas for Rental Cars Yes, if not booked with green Amex corporate card or with preferred on rental cars Commuting between home and campus No Mileage (includes; standard maintenance, repairs, taxes, gas, insurance, and registration fees) Yes Personal vehicle maintenance No Traffic violations (including parking) No Parking Yes, if reasonable in frequency and duration Clothigo or toiletry items No Lodging-Related Expenses No Lodging Yes, if the trip is 4 days or longer Lodging Yes, if submes or longer Lodging Yes, if allowed by apprograt	Expense	Reimbursable?	
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Meals (off campus, associated with travel) Yes	Alcohol	meal. No if purchased separately to host an eventwithout prior	
	Meals (local)	Yes, if business purpose clearly supports	
Meals (on campus) Yes, if part of a working meeting/event	Meals (off campus, associated with travel)	Yes	
	Meals (on campus)	Yes, if part of a working meeting/event	

Expense	Reimbursable?	
Other (Miscellaneous) Expenses		
Childcare costs	No	
Club Membership/Dues/Fees	No	
Conference registration	Yes	
Covid-related expenses	No	
Currency Conversion Fees	Yes	
Gifts for employees (retirement/get well/bereavement only)	Yes	
Home Office Furniture for private residence/Home internet service/WiFi/Home Router	No	
Haircuts and personal grooming	No	
Independent Contractors (with personal funds)	No	
Inoculation costs	Yes, if travel destination requires	
Magazines/newspapers/personal reading materials	No	
Medical expenses while traveling	Yes, if expenses were necessary and approved by next level supervisor. In some cases, HRM may be contacted to ensure that insurance coverage properly taken	
Office expenses (supplies,postage, copy services, etc.)	Yes	
Office Furniture (on campus only) *	Yes, Only if ordered with a Purchase Order. The NU AMEX card and/or personal funds should not be used to order furniture	
Personal Insurance (including but not limited to auto/life/professional liability/travel)	Νο	
Pet Care/Boarding	No	
PPE - e.g., hand sanitizers/gowns/masks/gloves	No	
Recreational/Entertainment expenses	No	
Sales Tax	No	
Traveler's Check charge	Yes	

* The University adheres to stringent Fire Codes set forth by the Boston Fire Department. All seating that has fabric (i.e. task chairs, guest seating, sofas, etc.) must be constructed to pass code CALTB133 (California Technical Bulletin 133)