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<b>Name:</b>	<b>Travel – Ineligible Expenses</b>
Policy Number:	4-3009
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Reporting & Audit
Effective Date	1 June 2011
Revision Date(s):	1 March 1993, 1 September 2007, 1 June 2011

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The following expense items are deemed ineligible for reimbursement under University or other Agency Travel Policy:

- Repair costs for damage to luggage or personal effects
- In-room movies at hotels
- Personal long distance telephone calls (Note: incidental per diem provided)
- Additional costs for family members or others beyond the single room rate
- Personal expenses which are not required in connection with travel on behalf of the University
- Expenses deemed ineligible by a research granting agency or research contract.
- Tri Council Grant claims – alcohol
- Saint Mary's University parking passes.

The previous list is not all-inclusive. If the traveller is unsure of the eligibility of an expense item, they are encouraged to seek clarification prior to incurring the expense by contacting the following individuals:

- Manager, Account Services for claims other than Research & Project claims
- Accountant, Research & Grants for Research & Project claims