

Travel Expenses: Allowable and Non-Allowable Chart

Account Code	Item	Receipt Required	PCard Eligible	Allowable	Non-Allowable
H127XX H128XX	Mileage of personal vehicle – EMPLOYEE Mileage of personal vehicle – NON-EMPLOYEE			X X	
H127XX H128XX	Airfare – EMPLOYEE Airfare – NON-EMPLOYEE	X X	X X	X X	
H132Xx	Vehicle Rental	X	X	X	
H150XX	Fuel for Vehicle Rental	X	X	X	
H157XX	Registration Fee	X	X	X	
H127XX H128XX	Lodging – EMPLOYEE Lodging – NON-EMPLOYEE	X X	X X	X X	
H127XX H128XX	Concierge Tips-EMPLOYEE Concierge Tips-NON-EMPLOYEE	➤ \$75.00 ➤ \$75.00		X X	
H127XX H128XX	Tolls-EMPLOYEE Tolls-NON-EMPLOYEE	➤ \$75.00 ➤ \$75.00	X X	X X	
H127XX H128XX	Overnight Meals-EMPLOYEE Overnight Meals-NON-EMPLOYEE			X X	
H127XX H128XX	Parking-EMPLOYEE Parking-NON-EMPLOYEE	X X	X X	X X	
H127XX H128XX	Taxi Service or Uber-EMPLOYEE Taxi Service or Uber-NON-EMPLOYEE	X X	X X	X X	
	Fuel in Personal Vehicle				X
	Entertainment				X
	Membership dues on registration				X
	Alcohol				X
	Traffic Violations				X
	Souvenirs				X