

Notes on Expense Types

Each expense type has certain requirements and uses. The following table is provided to guide you in the correct selection of expense types.

Reminder: Receipts uploaded are easier to view if they are not marked up in any way.

Receipt: Y = requires receipt, N= no receipt required, - = not reimbursable

Expense Type	Receipt	Tips and Information
Airfare	Y	Must submit an itemized list of charges associated with flight (baggage, seat selection, upgrades, etc.) and have the full itinerary portion of the confirmation/ receipt showing the amount paid and passenger name. Note: seat selection & upgrade fees are not reimbursable.
Airline Points/Miles	-	If you elect to use airline points for GVSU business related travel, please note that you will not be reimbursed for their cash value or for the value applied to your flight.
Airline Seat Upgrades	-	This is considered a personal expense and is not reimbursable.
Alcohol	Y	Cannot be reimbursed from the General Fund and needs executive officer approval.
Baggage Fees	N	Unless \$75 or more.
Bus/Train	N	Unless \$75 or more.
Cell Phone and Accessories	Y	Executive officer approval required per Cell Phone Policy. If travel is overseas, cell phone charges do not require any additional approval. This normally is a rental or a phone purchased specifically for international use.
Childcare	-	This is considered a personal expense and is not reimbursable.
Clothing	-	This is considered a personal expense and is not reimbursable.
Computers/Computer Accessories	Y	Purchasing Computers/Accessories must be done through the GVSU IT Supply Office. If they are unable to obtain what you need they will email you permission to purchase elsewhere. Purchase should be made using PCard or PO. If neither of these is an option, the email from the Supply Office <u>must</u> accompany your receipt and request for reimbursement.
Conference Fees	Y	This can also be paid with a purchasing card or by using a check request.
Gas	Y	This should only be used with rental cars. See mileage for personal car use.
Gifts for GVSU Faculty/Staff	-	Gifts purchased for employees (birthday, retirement, wedding, baby, etc.) are not considered a reimbursable expense.
Gift Cards	-	The purchase of gift cards using university funds is prohibited unless approved by the Human Research Review Committee.
House Hunting Trips	-	This is considered a personal expense and is not reimbursable.

Expense Type	Receipt	Tips and Information
Individual	-	Payments to people are not reimbursable. Either the payment needs to go through the payroll process (employee or student) or it needs to be done using a requisition for a non-employee.
Internet –Work Related	Y	This is used by those employees who are required by their job to be connected to the internet from home.
Expense Type	Receipt	Tips and Information
Invoice	-	Cannot be reimbursed. Send the invoice to the Accounts Payable office for payment.
Lawyer Fees	-	This is considered a personal expense and is not reimbursable.
Lodging Individual	Y	Lodging folio showing breakdown of charges is required.
Lodging – Kent, Ottawa and Muskegon Counties	-	Employees based at the Grand Rapids, Allendale, Muskegon and Holland campuses are not eligible for reimbursement of any lodging in Kent, Ottawa or Muskegon Counties.
Lodging – Hotel Parking	Y	If the hotel charges for parking and the amount is included in your folio, please include it in the “Lodging” column on your reimbursement form.
Lodging – Room Service Meals	Y	Meal expense/per diem amounts should be deducted from your lodging total and recorded in the “Meals” section of your expense reimbursement form.
Lodging Room Upgrades	-	This is considered a personal expense and is not reimbursable.
Lodging tips	N	
Meals over per diem	Y	This will require executive officer approval.
Meals per diem	N	Make sure that you do not claim the meals already paid for in the conference fees.
Meals under per diem	N	Use this option if grant funds are being used and they have a set amount for meals or you are claiming less than the per diem.
Meals - Taxable	Y	Meals submitted for reimbursement when there is no overnight stay and you are alone for the meal are considered taxable income. Per diems still apply.
Meals with guests	Y	Guest names must be included on expense form.
Mileage	N	Mileage reimbursement requests must include date of travel, destination, and number of miles traveled. Mileage between home and primary work location is not reimbursable.
Money Orders	Y	Money Orders purchased for University Business require a receipt and copy of the money order for reimbursement.
Movies	-	Movie charges on a hotel folio are considered a personal expense and need to be removed.
Moving Expenses	Y	In accordance with our Relocation Policy and IRS Regulations only if approved with your appointment letter.
Moving Violations	-	This is considered a personal expense and is not reimbursable.
On-Campus Mileage	N	Mileage on the same campus location traveling between buildings is not reimbursable. The downtown campus (EC, DEV, CHS, BIK) is considered all one campus.
Parking Tickets	-	This is considered a personal expense and is not reimbursable.

Expense Type	Receipt	Tips and Information
Parking/Tolls/Tips	N	Unless \$75 or more
Passports	-	This is considered a personal expense and is not reimbursable. See <i>Visas</i> for international travel.
Payments to a Person	-	Payments to people are not reimbursable. Either the payment needs to go thru the payroll process (employee or student) or it needs to be done using a requisition for a non- employee.
Personal Vehicle Maintenance	-	This includes oil changes, tires, car wash or any repairs. This is considered a personal expense and is not reimbursable.
Pet Fees	-	This is considered a personal expense and is not reimbursable.
Phone Calls	Y	To reimburse long distant phone calls on a lodging folio, we need to know the business related purpose. If personal then it needs to be removed.
Professional Memberships	Y	Memberships that are part of your professional affiliation. These can be direct billed to the university or can be paid using the check request process.
Relocation	Y	See Moving Expenses
Rental Car	Y	GVSU reimburses for an economy or mid-size vehicle only. Rental agreement <u>and</u> final receipt are required. Rental vehicle insurance for domestic vehicle rentals is not reimbursable. See details . See below for international rentals.
Rental Car - International	Y	For all international rentals, full coverage rental vehicle insurance should be purchased and is a reimbursable expense.
Room Service	Y	Meal expense/per diem amounts should be deducted from your lodging total and recorded in the “Meals” section of your expense reimbursement form.
Services Rendered	-	Services are not reimbursable. Payments to employees & students must be paid through the payroll process. Payment for services to an individual who is not an employee or student must be paid using a requisition. Payments to organizations can be made using a Department P-Card or by submitting an invoice to Accounts Payable.
Supplies	Y	This would be a good item to use a purchasing card.
Taxis/Shuttles	Y	Unless \$75 or more. Taxi fees to church services are considered a personal expense and are not reimbursable.
Travel Advances	N	Only for employees and students. Non-university individuals are not eligible for travel advances.
Travel/Trip Insurance	-	Travel/Trip Insurance (also referred to as Trip Protection) is not a reimbursable expense. If you choose to purchase this coverage it is considered a personal expense.
Vaccines	Y	Only reimbursable if traveling overseas for university business. Otherwise, this is considered a personal expense and is not reimbursable.
Visas	Y	Only reimbursable if traveling internationally for university business. This is reimbursable with receipt or proof of purchase.