<table>
<thead>
<tr>
<th>Business Expense</th>
<th>Allowable Costs</th>
<th>Receipt Requirements</th>
<th>Other</th>
</tr>
</thead>
</table>
| Air Travel-Domestic| 1. Coach or economy class.  
2. Upgrades at university expense are not permitted | 1. Original passenger receipt to include:  
2. Boarding Pass  
3. E-ticket or other proof purchase |                                                                      |
| Hotel              | -Standard room rate;  
-Business telephone calls;  
-Luggage storage & tips for service;  
-Other allowable charges | Original receipt with line item breakdown.                                              |                                                                      |
| Automobile-Private | **Current IRS rate**                                                                 | Mileage log submitted on a Travel Expense Form                                         |                                                                      |
| Auto-Rental        | Use compact rates and the following preferred rental companies: (1) Enterprise (2) Avis | Itemized rental car receipt including daily rate and other fees.                       | **Decline Collision Damage Waiver & Liability Damage Waiver**        |
| Meals              | 3 meals per day (Breakfast, Lunch, & Dinner) at most economical rate.            | 1. Itemized receipt,  
2. Invoice, or  
3. Credit card statement or  
4. Front and back of cancelled checks | **Alcohol will not be reimbursed on Federal awards**                                |
| Phone Calls        | Business calls only. Actual cost, not monthly plan fees or percentages           | 1. Invoice or  
2. Credit card statement itemizing calls and service fees.                         |                                                                      |
| Train/Rail         | Coach class, reserved/unreserved seats                                           | 1. Train/Rail ticket or  
2. Coupon or  
3. If e-ticket proof of purchase and boarding pass |                                                                      |
| International Travel| Coach or business class airfare when any leg of the flight is longer than 5 hours | 1. Original passenger receipt or coupon;  
2. E-ticket or other proof of purchase and boarding pass. |                                                                      |
| Other/Miscellaneous| Reimbursed at actual cost.                                                     | 1. Itemized receipt,  
2. Invoice, or  
3. Credit card statement or  
4. Front and back of cancelled checks |                                                                      |
| Conference/Registration Fees | Actual costs including any educational discounts | Invoice or proposal with terms and conditions | **Usually a prepayment** |