

## Personal Vehicles

- Mileage is reimbursable for personal cars at the current IRS mileage rate
- Attach a screenshot of the route travelled
- IRS mileage rates change annually and can be found on the IRS Standard Mileage Rates Website
- Gas for personal vehicles is NOT reimbursable



## Rental Vehicles

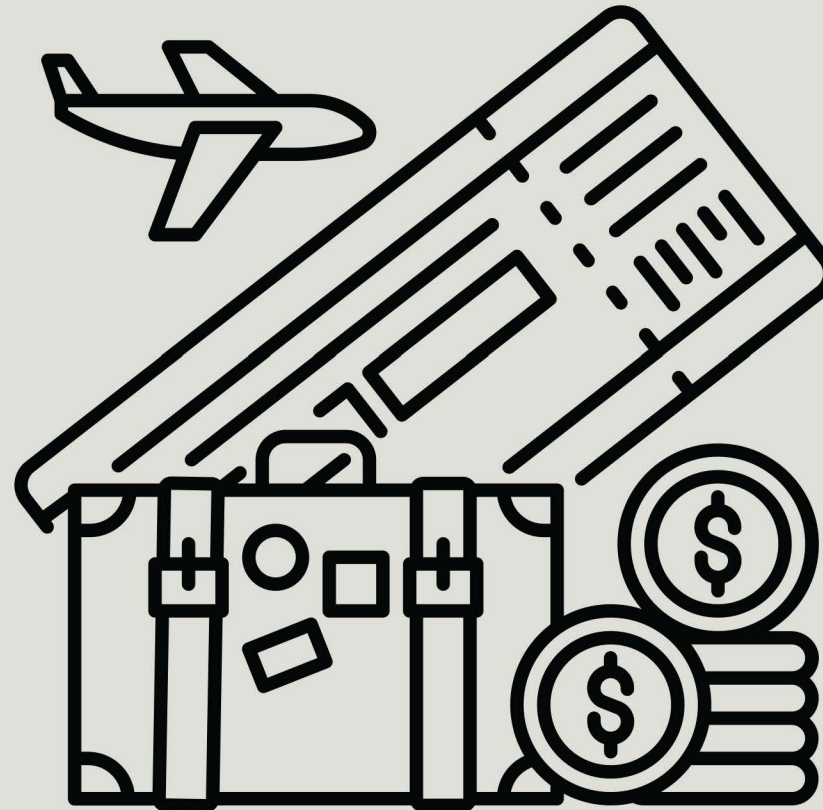
- Gas is reimbursable for rental cars
- Personal accident & personal effect insurance is NOT a reimbursable expense

## Airfare

- Approval from a Designated Departmental Finance Representative (DDFR) is required for: flight insurance (any) and seat, early boarding, or other upgrades over \$75.
- For DDRF approval purposes, we look at the total upgrade per receipt, rather than by line item
- Two \$50 early boarding charges on one receipt will be seen as a \$100 charge, and will require DDRF approval



# NON-EMPLOYEE EXPENSE REPORTS



Tax Tips & Tricks

## Meals/Alcohol



- Non-employees cannot be reimbursed per diem amounts but can be reimbursed for actual meal expenses incurred
- Alcohol must be separated onto its own line item and charged to 'UNALLOWABLE' (including any applicable alcohol and related tax)



## Hotels

- Parking, meals, and alcohol expenses, if included on the hotel receipt, should be separated out onto their own reimbursement line items
- Alcohol charges at hotels must always be on its own line item and charged to 'UNALLOWABLE'

## Currency Conversions



- Payees will be reimbursed in the currency determined by the bank information they provide for the NEX
- If an expense line item was paid for in a different currency than what the payee will be reimbursed for, a currency conversion will be needed
- Currency conversion screenshots need to be attached to the NEX as support for the reimbursement amount. Make sure the date of the currency conversion is set to the date of the expense
- NEXs do NOT automatically convert the reimbursement amount like Oracle does