



REIMBURSABLE EXPENSES

REFERENCE GUIDE

While this list is not all inclusive, we have tried to make a comprehensive guideline of reimbursable items. If you have questions or concerns, please contact Travel@genevusa.org.

* Please Reference the Travel Advances and Expense Reports SOP.

^ Please Reference the Arranging Travel SOP.

Reimbursable Items Include:

- Airline baggage fees for the first checked bag
- Biometric fees such as face recognition, fingerprinting, and iris scans if mandatory for passport or visa issuance
- Business Meals including service or gratuity fees, taxes and/or tip *
- Business visa (or equivalent) or expenses associated with obtaining a business visa or passport, i.e. certified copies of birth certificates, required for Geneva-related business travel
- Disease-prevention or treatment supplies necessary for business-related travel, i.e. insect repellent, oral hydration salts or bed nets are reimbursable. All other generally used over-the-counter prevention, treatment or healthcare products, i.e. indigestion relief, sunscreen, or cold medicine, is considered non-reimbursable.
- Downloaded or printed business-related reading materials for use on an eReader or other electronic device such as a Smartphone or computer. Please note: eReader devices and supplies are not reimbursable.
- Employee Wellness, staff retreats, and teambuilding activities are governed by Human Resources. Please connect with HR regarding policies and procedures.
- Ground transportation for Geneva business use: Airport shuttles, taxis, trains, POVs, etc. are all suitable forms of ground transportation. Rentals cars should be used as a last resort. ^
- In-car navigation systems and electronic toll payment options for rental cars are considered reimbursable. All other convenience options (i.e. satellite radio) are considered non-reimbursable. ^
- Internet connectivity in hotel, airplanes, and other public places for Geneva business purposes. Employees should be mindful of security issues surrounding wireless connectivity. Please contact the IT Service Desk for more information. ^
- Lodging room and tax expenses. Please note, only itemized charges will be considered for reimbursement. Lodging receipts must show daily room costs and daily hotel taxes. If taxes and fees are combined on the receipt, only the room cost is reimbursed.
- Meals and Incidental Expenses ^
- Medical licenses and professional memberships are managed by Human Resources. To determine if an item is reimbursable, please contact Human Resources at



HR@genevausa.org as additional documentation other than an Expense Report may be required.

- Mileage on personally owned vehicles (POV). Mileage is reimbursed at the IRS business mileage rate for miles incurred in excess of the employee's normal commuting mileage. The personal mileage reimbursement covers all costs related to operation of the vehicle, including service, maintenance, insurance, and depreciation. ^
- Necessary gas for a rental vehicle (does not include prepaid gas option through the rental company) ^
- Overweight and/or over-limit (up to two) baggage is allowed if the overage is due to Geneva equipment required for business.
- Parking tolls and reasonable parking charges are reimbursed in addition to the mileage allowance. ^
- Reasonable and customary transportation related tips and mandatory service charges for taxi cab/limousine service, not to exceed 20% of the fare amount. The tip must be included in the total fare amount claimed on the receipt and may not be reimbursed separately. ^*
- Reasonable purchases of office supplies e.g. pens, paper, presentations materials, while traveling which are necessary when conducting Geneva business are considered reimbursable. *
- Resort fees, if mandatory
- The traveler receives one round-trip POV mileage expense to and from the airport. Note: if a person is being picked up and dropped off at the airport, the traveler can only claim one roundtrip and not two round trip mileage expenses.

Incidental Expenses are considered covered within your Meals and Incidental Expense claim and are not reimbursed separately. These items include:

- ATM fees when withdrawing money on your personal card for Geneva-related business expenses
- Laundry and dry cleaning of personal items
- Courtesy tips (portage, concierge, courtesy shuttles, etc.) ^*

Non-reimbursable expenses are listed below. This list is not all-inclusive and there may be additional or similar non-reimbursable expenses which are not listed. Please contact Travel@genevausa.org if you have questions. The following expenses are not reimbursable:

- Air travel insurance
- Any expenses paid on behalf of consultants
- Any expenses resulting from obtaining airline miles for personal use ^
- Baggage check-in fee, curbside
- Class of service upgrades for airline or ground transportation ^
- Communication services (not including internet services used for Geneva business) ^
- Cost of business clothing



- Costs for personal guests ^
- Damage to a POV used for Geneva business ^
- Donations added onto final hotel bills
- E-Reader devices and supplies, i.e.. Kindle, Kindle supplies (personal travel related expense)
- Expenses incurred by spouses or partners of employees are not considered reimbursable ^
- Fees incurred to access the health club or fitness center of a hotel or nearby fitness center
- Fees or dues for airline VIP clubs and hotel loyalty or frequent-stayer programs ^
- Gifts to consultants, vendors or participants
- Grantee or Consultant travel related expenses
- Health club services, e.g., massages, manicures, personal trainers (personal travel related expense)
- Insurance, personal accident: If the traveler is responsible for obtaining their own personal accident insurance if he/she deems necessary.
- Laundry/ dry cleaning services ^
- Lost luggage and contents. If the traveler booked their own travel, he/she should work directly with the airline and credit card insurance carrier to recover damages. If Geneva booked the travel, the traveler should work with Geneva on determining if recovering damages is an option.
- Movies (in-room and in-flight movies) (personal travel related expense)
- Moving or Parking citations ^
- Normal commuting costs
- Out-of-pocket expenses submitted more than 30 days after they were incurred ^*
- Personal Calls
- Personal gifts
- Personal travel expenses, including sundries or recreational reading
- Prepaid fueling costs on rental vehicles ^
- Relocation-related expenses. Please contact Human Resources for assistance.
- Rental car insurance ^
- Rental equipment purchase
- Technology equipment or supply purchased by an employee to include: Mobile devices, chargers, computers, monitors, docking stations, printers/copiers, etc. Employees must utilize PSD for these purchases. *
- Tourist visa