

Appendix B: Unallowable Expenses

Neither the University credit card nor any other form of University payment may be used for the following purposes as these are all generally **unallowable University expenses**:

- Car rental insurance purchased for domestic travel
- Cash and cash advances
- Childcare
- Commuting
- Donations of university funds (charitable contributions). The only exception to this is when such donations/contributions are made during the normal course of business activities administered by University Advancement and by University Relations.
- Expenses and/or fees associated with social or non-mandatory activities at conferences such as tours, sports activities, golf outings, fun runs, movies, theater tickets, in-flight movies etc. (unless there is an appropriate business or academic justification)
- Expenses related to leave time (vacation, sick, personal) taken before, during or after a business trip or at any other time.
- Expressions of sympathy, congratulations or “get well” such as flowers, food/baked goods, gift certificates, gift cards, etc. Exceptions to this are solely at the discretion of and approved by (with business justification) the President and/or the Office of the Vice President for University Advancement
- Frequent flier and other similar personal awards for hotel stays or car rentals
- Fuel for personal vehicles
- Home internet and/or home office expenses
- Hotel/lodging amenities such as exercise facilities, movies, massages and saunas
- Laundry service for travel of fewer than five nights
- Loss or theft of cash or cash advance money, personal funds, or property including lost baggage
- Medical costs, doctor fees, prescriptions, or other drugs
- Memberships in civic, community, country club, social or dining club or organization (unless there is a business justification approved in advance by the applicable division Vice President and by the Chief Financial Officer)
- Office holiday decorations, workplace artwork, workplace décor.
- Parking tickets/fines or moving/traffic violations
- Personal expenses such as reading materials, toiletries, clothing, grooming services, souvenirs or personal gifts, etc.
- Personal entertainment expenses (movies, theater, concerts, sporting events, golf fees, subscription services, etc.)
- Personal insurance costs and/or baggage insurance

- Petcare
- Political contributions of any type
- Social gatherings such as holiday parties, staff picnics, meals/coffee with colleagues, etc.
- Travel upgrades beyond those allowable in the University's Travel and Receipt Policy
- Tuition and related expenses
- Other expenses not directly related to a University business purpose

The above list of generally unallowable expenses is not all-inclusive. Questions as to whether the University credit card may be used for a purchase or payment are to be directed to Card Compliance at cardcompliance@shu.edu.