

<b>Policy Name:</b>	Non-Reimbursable Costs Policy
<b>Purpose:</b>	Policy outlines travel and expense costs that are ineligible for reimbursement.
<b>Applies To:</b>	All faculty and staff
<b>Effective:</b>	March 2021
<b>Next Review Date:</b>	March 2026

### **Non-Reimbursable Costs Policy:**

Summary of examples of non-reimbursable costs include, but are not limited to, the following:

- Airfare difference between the lowest price economy fares and business / executive class fares, unless specifically approved in accordance with this policy.
- Airfare, if the flight was booked using personal airline rewards.
- Airline clubs/lounges.
- Charitable donations that are not covered under [Gift-Giving Policy – Schulich Medicine & Dentistry](#).
- Political contributions.
- Club membership fees paid for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.
- Costs incurred due to unreasonable failures to cancel transportation or hotel reservations.
- Items lost, stolen or damaged in transit.
- Meal per diems where meals have been included in another reimbursable item (e.g. conference fees, transportation, accommodation) unless supported by additional explanation, e.g., allergies, diet restrictions.
- NEXUS border clearing program costs.
- Parking, speeding and other traffic fines under any circumstances.
- Partner travel expenses.
- Passport costs.
- Personal entertainment expenses including (but not limited to) movies, hotel exercise facilities, cultural and sporting events, magazines, books, sightseeing trips, souvenirs, etc.
- Personal expenses such as haircut, toiletries, clothing, etc.
- Service charges (including annual fees) on personal credit cards and late payment charges (e.g. interest) on both personal credit cards and Corporate Travel and Hospitality Card.
- Travel stopovers, except those necessary for University business or are unavoidable.

### **Compliance and Accountability:**

Compliance is mandatory. Ineligible expenses will not be reimbursed. Enforcement of this policy is the responsibility of the Chair, Department Leader or Budget Manager. Schulich Finance will complete financial audits on an ongoing basis to ensure compliance.

All [Schulich School of Medicine & Dentistry Travel & Expense Reimbursement Policies](#) are in addition to Western University's [MAPP 2.16 Travel & Expenses Reimbursement Policies](#). Research expense policies derived from external organizations will supersede all Western/Schulich expense policies and are the responsibility of the researcher to adhere to.