

## Non-Allowable Expenses Guide

The following items are not reimbursable, nor allowed on a University-owned credit card (P-Card), or direct billed to the University of Richmond. The list includes both travel and entertainment expenses (T&E), as well as non-travel expenses. The list is intended as a guide, but may not cover all non-allowable expenses.

Contact Accounts Payable ([acctpay@richmond.edu](mailto:acctpay@richmond.edu)) for items not listed or check the Allowable Expenses – Travel, Meals and Entertainment Guide.

Accounts Payable reserves the right to determine whether an expense is allowable.

- AAA (American Automobile Association) membership
- Airfare purchased with reward miles
- Airfare upgrades to business or first class, except when pre-approved by the University's Executive Vice President/Chief Operating Officer (EVP/COO)
- Airline club or lounge dues or membership, except when pre-approved by the EVP/COO
- Annual fees for personal credit cards
- Babysitting, child care, elder care services
- Car rental insurance when renting a vehicle in the US or Canada (the University provides insurance)
- Lodging purchased with reward points
- Clothing (personal)
- Country club or social club dues unless pre-approved by the EVP/COO
- Donations unless in lieu of flowers (death) or pre-approved by the President's Office
- Dry cleaning or laundry fees when travel is less than seven (7) consecutive days
- Entertainment while traveling (games, movies, sporting events, concerts, etc.)
- Family member expenses unless pre-approved by the EVP/COO
- Furniture, unless purchased by, or through, University Facilities
- Gifts and gift cards except in limited circumstances permitted by the University policy on Gifts, Prizes and Awards
- Guns or ammunition
- Gym or health club fees or memberships
- Health and beauty spa expenses (barber, hairstylist, massage, facial, manicure/pedicure, sauna, etc.)
- Internet service charges for private residence
- Kennel cost, pet-sitting, or other pet expenses
- Loss or theft of personal items or cash
- Luggage or briefcase
- Magazines, books, newspaper, or other reading materials for personal use
- Meals when not traveling or part of University business
- Medical expenses, including medication
- Mini-bar charges, except when it replaces a meal
- Parking violations
- Personal automobile service or repair

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- Personal expenses of any kind
- Personal travel expenses incurred when combining business and personal travel
- Refrigeration, including for medication
- Toner or supplies for Ricoh printers (University Print Shop provides)
- Souvenirs
- Technology (computer/hardware, software, cell phones, printers, peripherals, etc.) unless purchased by, or through, Information Services
- Tent rentals, unless through Events, Conferences, and Support Services
- Towing, traffic fines, vehicle unlock fees
- Transportation for commuting to/from home or office
- Trip protection or travel cancellation insurance
- Unused room reservations not properly canceled
- Upgrades to airfare, hotel, car rental
- Utilities at private residence
- Vehicles, including golf carts (Must be purchased through Procurement & Strategic Sourcing Office)
- Warehouse memberships including Costco, Sam's Club, or BJ's