CLAIMS REQUIRING RECEIPTS
- Airfare Domestic - Air passenger coupon (non-refundable economy fares only)
- Foreign - Passenger coupon and invoice or copy of cancelled check showing amount paid (non-refundable economy fares only)
- Taxi-Limo If one-way exceeds $25
- Vehicle Rentals Final invoice/billing plus gasoline receipts
- Lodging Original itemized receipt
- Train/Bus For intercity travel only
- Parking If claim exceeds $25.00
- Miscellaneous Any claims in excess of $25.00

EXPENSES NOT REIMBURSABLE
- Expenses which are not UW-business related
- Travel changes and upgrade fees
- Alcoholic beverages
- Spouse or family member's travel costs
- Telephone calls
- Lost/stolen cash or personal property
- Personal items and services
- Laundry, cleaning, pressing costs
- Avoidable expenses for nonbusiness-related activities
- Traffic citations, parking tickets and other fines
- Additional charges incurred for personal reasons involving vehicle rentals
- Locksmith charges on either fleet, rental or personal vehicle, except when fleet or rental vehicles experience mechanical problems
- Excess cost of circuitous or side trips for personal reasons
- Repairs, towing service, lubrication, etc., for personal vehicles
- Meals included in the cost of airfare, registration fees, lodging etc.
- Pay for view movies in hotel/motel room and in-room mini-bar charges
- Personal entertainment
- Extra costs for additional person(s) in room
- Charges for late checkout or uncanceled guaranteed reservations (unless justified)
- Lodging at unlicensed facilities unless there is a substantial cost benefit to the UW
- Lodging within 50 miles of the headquarters city
- Flight insurance
- Trip Insurance
- Extra baggage charges for personal items
- Airline, car, hotel, corporate card club membership dues
- Childcare costs
- Kennel fees
- Late payment penalties and interest on corporate card