
Guide 3301 GD.01**Miscellaneous Non-Reimbursable Travel Expenses**Revision Date 9/24/07

Miscellaneous non-reimbursable travel expenses include the following:

- personal grooming services, such as barbers, hairdressers and shoe shines
- car rental insurance for domestic travel
- child care
- corporate card delinquency fees or finance charges
- Membership/dues in private clubs including Airlines, wholesale clubs, etc.
- frequent flyer and other similar award programs
- gym and recreational fees, including massages and saunas
- In-room movies
- Mini bar charges unless treated as an actual meal.
- laundry or valet service if domestic travel is less than five days (laundry or valet service is never allowed for International travel if per diem is used)
- lost baggage
- loss or theft of cash advance money, airline tickets, personal funds or property
- "no-show" charges for hotel and car service
- Personal parking tickets or traffic violations
- personal automobile repairs
- personal telephone charges in excess of reasonable calls home
- pet care
- upgrades (air, hotel, car, train etc.)
- issuance of passport or their renewals