

REIMBURSABLE TRAVEL COSTS

This matrix summarizes business travel expenses which can be paid from Endowment funds. Please note that the determination of reimbursable expenses is based on the *personal* days of the trip.

Subsistence Costs: Lodging, meals while away from home and local transportation cost (i.e. taxi, bus, subway, etc.)

Transportation Costs: Travel cost to and from destination

Trip Duration of Seven Days or Less

| Percentage of <u>Personal</u> Days to Total Trip Days | Domestic Travel | Foreign Travel |
|--|---|---|
| 50% or greater | No transportation costs | No transportation costs |
| | Subsistence costs for those days classified as business | Subsistence costs for those days classified as business |
| Less than 50% | 100 % of transportation costs | 100% of transportation costs |
| | Subsistence costs for those days classified as business | Subsistence costs for those days classified as business |

Trip Duration of Eight Days or More*

| Percentage of <u>Personal</u> Days to Total Trip Days | Domestic Travel | Foreign Travel |
|--|---|---|
| 50% or greater | No transportation costs | No transportation costs |
| | Subsistence costs for those days classified as business | Subsistence costs for those days classified as business |
| greater than 25%, but less than 50% | 100 % of transportation costs | Transportation cost limited to the business % of trip |
| | Subsistence costs for those days classified as business | Subsistence costs for those days classified as business |
| 25% or less | 100% of transportation costs | 100% of transportation costs |
| | 100% of subsistence costs | 100% of subsistence costs |

* For trips which last eight days or more, a daily itinerary must be provided to substantiate the business purpose of the trip.