

## 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

<b>Percentage of <u>Personal</u> Days to Total Trip Days</b>	<b>Domestic Travel</b>	<b>Foreign Travel</b>
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\*

<b>Percentage of <u>Personal</u> Days to Total Trip Days</b>	<b>Domestic Travel</b>	<b>Foreign Travel</b>
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.