Guidelines for Travel Reimbursement

The expenses below apply to APS employee out of pocket expenses incurred in connection with approved District business. Expenses that are of a personal nature or expenses that incur whether or not the employee was on District business are not eligible for reimbursement.

The list below is not all-inclusive, other items may be deemed as reimbursable/non-reimbursable by APS Accounts Payable Staff for travel.

REIMBURSABLE EXPENSES	NON REIMBURSABLE EXPENSES
• **Meals –** must have **itemized** receipts • **Tips** – Not to exceed 20% of Total amount • **Airline Baggage Fees** • **Parking Fees** – Airport parking with approved travel • **Parking Fees –** out of town, when approved for rental car • **Toll Fees** – when rental car is approved • **Fuel** – when rental car is approved • **Car rental insurance** – only if required and approved by the District as indicated on the Request for District Travel • **Transportation** – to and from destination airport, hotel, conference venue or other location necessitated by the business trip. Pickup and drop off locations must be identified**.** Street addresses (i.e. as show on Uber receipts) without being identified will not be accepted for reimbursement. This can be written in next to the taped receipt. • **Lodging** – when paid by employee and approved in advance • **Airline Ticket** – when paid by employee and approved in advance • **Conference Fee** – when paid by employee and approved in advance • **Mileage/Instate** – current mileage rate per State guidelines, reimbursement for personal vehicle • **Mileage/ Out of State** – for personal vehicle, cannot exceed common carrier most economical fare, will be reimbursed the lesser amount (airfare or mileage) • **Rental car only when approved on Request for Travel Packet**	• **Alcohol -** Receipts showing the purchase of alcohol will not be accepted for reimbursement of any item on the receipt • **Non-itemized Meal Receipts** – credit card only receipts are not reimbursable • **Meals upon return to home base** • **Excessive Tipping** – refer to reimbursable expenses • **Food/snacks that do not include overnight travel** • **Illegible Receipts** • **Misc Items** – Hotel Mini Bar, magazines, toiletries, medicine, souvenirs, non food items • **Entertainment Expenses** – entrance fees to tourist attractions, sporting events, etc. • **Life or baggage insurance** • **Spouse or guest travel** • **Transportation for personal trips** – malls, restaurants, sporting events, etc • **Loss or theft of personal funds or property** • **Parking tickets/traffic violations** • **In-Room movies** – if additional charges are incurred • **Room Service/Delivery Charges** • **Laundry and dry cleaning expenses** • **Educational Materials** – purchase of educational materials while attending a conference are not reimbursed thru travel. Reimbursement may be considered once a requisition has been entered and approved upon return to work site • **Auto Repairs** – repairs to personal vehicle when on District approved travel • **Pet sitting, child care, home care expenses** • **Airline Fees** – seat upgrades, early boarding, changing flight fees • **Transportation from home residence to airport and back** • **Bike sharing or electric scooter rentals**

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