

IX. MISCELLANEOUS TRAVEL EXPENSES

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Voucher must include an explanation of why such expenditures are being claimed.

Allowable miscellaneous expenses include the following:

- Business office expenses such as word processing services; equipment rentals; fax and computer expenses; copy services; overnight delivery/postage; purchase of materials and supplies, when normal purchasing procedures cannot be followed; rental of a room or other facility for the transaction of official business; local and long-distance telephone calls (including one reasonably brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing (if a trip exceeds six days).
- Special fees for foreign travel, including the actual cost of obtaining a passport, visa, tourist card, and necessary photographs; cost of certificates of birth, health, identity, and related affidavits; charges for required inoculations and medical evacuation insurance; currency conversion and check cashing fees; the cost of traveler's checks; costs related to hiring guides, translators, and local labor; and the cost of full collision insurance on automobiles rented in foreign countries (see Section VII.C.2.b. for more information on insurance coverage).
- Registration fees for attendance at conferences, conventions, or meetings of professional or learned societies.
- Actual costs for lodging taxes (not included in CONUS per diem rates). (See Section VIII.B.1.b, Long-Term Travel - Assignment of 30 Days or More.)
- Charges for checking and storing baggage necessary for the business purpose of a trip. Excess baggage charges are also allowable; however, justification for carrying excess baggage must be provided on the Travel Expense Voucher.
- The occasional use of a one-day airline or airport membership may be approved, provided there is a significant business purpose of the use of the membership, such as a planned meeting or conference call. The cost of the membership is reimbursable as a miscellaneous travel expense.⁸
- Other ordinary and necessary expenses not included in the above categories.

⁸ Effective February 1, 2009 .