

## REIMBURSABLE TRAVEL COSTS

This matrix summarizes business travel expenses which can be paid from Endowment funds.

**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 Personal 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 Less \*

Percentage of Personal Days to Total Trip Days	Domestic Travel	Foreign Travel
25% or less	100% of transportation costs	100% of transportation costs
	100% of subsistence costs	100% of subsistence costs
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
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

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