

## **FN.11.1.1 Expenses**

### **Schedule A: Expenses Not Eligible for Reimbursement**

1. Airline lounge passes
2. Airline seat upgrade fees
3. Charges for failing to cancel transportation or accommodation
4. Credit card, hotel or any other type of loyalty program fees
5. Donations to not-for-profit charitable organizations (such as SAIT United Way, SAIT golf tournaments, SAIT food baskets, any fund raising for a political cause, etc.)
6. Equivalent dollar amount for costs not incurred such as use of airline reward points or other reward programs
7. Expenses related to vacation or personal days/activities while travelling for SAIT business purposes
8. Home care
9. Hotel services, such as mini bar, pay movies, exercise/spa facilities, etc.
10. In-flight services, such as headphone rentals, tablet rentals, books, magazines, in-flight internet charges, etc.
11. Interest charges on personal credit card balances
12. Medication, whether over-the-counter or by prescription
13. Parks Canada Pass - annual
14. Pet care
15. Providing scholarships
16. Ticket purchases related to SAIT fundraising events for which SAIT issues a tax receipt
17. Traffic fines
18. Travel companion's expenses