

**Other Travel Expenses:**

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Examples of miscellaneous expenses include: business office expenses, registration fees, and airlines baggage charges. These expenses will be reimbursed after completion of the trip.

\*It may be possible to prepay registration fees if the request is submitted to Financial Services at least 3 weeks prior to the event. Please contact your assigned fund manager for additional information.