|  |
| --- |
| **The ORSP will not reimburse the following expenses:** |
| * Alcoholic Beverages and applicable taxes
* Annual fees for personal credit cards
* No-show charges for hotels or car rentals
* First or business class airfare upgrades
* Hotel/lodging upgrades
* Gift cards or gifts to friends or relatives in lieu of meals and lodging
* Life or travel accident insurance premiums
* Instructional supplies/materials
* Shipping costs for the above
* Parking fines and traffic tickets
* Personal care items
* Professional licensures & certifications.
 | * Laundry, valet, or dry-cleaning charges
* Personal entertainment such as hotel room movies, newspapers, magazines, health club facilities, etc.
* Repairs or towing of personal vehicles
* Baby-sitting/pet-sitting
* Any expenses for travel companions
* Mini-bar refreshments or other snacks in addition to the meal reimbursement
* Internet service charges
* Optional valet parking services
* Annual Memberships to the host organization if they are required for registration as a conference attendee**; presenter-status** membership fees are eligible.
 |