Travel Scenario Answers

*Boston Coach*

Typically, sedan service is not allowed per the HU Travel Policy. You should determine if taking Boston Coach is the less expensive than airport shuttle/van service or taxis. Time of day can affect availability of taxis and also shift a van service reservation to a private car service (very early morning flight times).

Planet Tran is now allowable per the HU Travel Policy.

*Balthazar Restaurant*

This expenses exceeds the FAS spending guideline for dinner. Also, you need to get the “who” - H. Bookman’s company or institutional affiliation with title and the “why.”

*Williard/Washington D.C.*

You will need to determine why a suite was booked instead of a standard room.

*New York*

Use of minibars and movies are not allowed by the HU Travel Policy. The laundry expense is allowable as the trip is longer than 4 days.

*Philadelphia/No Hotel Folio*

You make the assumption that he stayed in a private residence because no folio is available. In addition, the dinner guest have same last name but you must check with the Professor. According to policy, one appreciation gift/dinner is allowed per trip.

- **Private residences:** travelers who stay in a private residence with relatives or friends while traveling on business may be reimbursed for one appreciation gift per visit, under $75 (including tax or any other charges). Appreciation gifts must not be charged to sponsored funds.

It is important not to make assumptions – everything must be verified by the traveler.