Non-Reimbursable Expenses

Prohibited purchases:

- Gift cards/certificates
- Express shipping (faculty and staff should use **eShipGlobal**)
- Purchases from personal Amazon accounts (use the **University Amazon Account**; email **askfinance@yale.edu** to request access)

Restricted purchases:

- Purchases from eBay or IKEA
- Used computers, equipment or furniture
- Furniture or fixtures

Travel expenses that are not covered/reimbursable:

- Insurance for domestic car rentals
- Trip/travel insurance
- Use of rewards or points
- Frequent flyer/reward programs
- Gasoline (except for rental cars), for personal vehicles mileage is covered
- Roadside assistance, vehicle repairs
- Mileage, Zip cars, taxis, or rideshare (Uber/Lyft, etc.) for travel between **University** locations
- Parking on campus
- Lodging for single-day travel within 50 miles of campus
- Lost baggage fees
- Loss or theft of airline/rail tickets, personal funds, or property while traveling
- “No-show” charges for hotel and car service
- Parking tickets or traffic violations
- Passport issuance or renewals

Business meals/food limit:

- Maximum: $125 per person (including tax, tip and room rental charges, if applicable)
- Detailed receipt is required (a total-only receipt is not sufficient)

If you have questions, contact the School of Architecture Business Office at **archbusiness@yale.edu**