**Allowable Costs**

1. Travel Requests which includes both **Business and Personal time** requires two airfare quotes.
   a. Submit the airfare quote that includes both personal and business time.
   b. Submit a second airfare quote which includes **Only** business time **Without** any personal time. This quote will verify when the traveler could have departed and returned and what the cost would have been if traveled for official UHH business only.
   c. UHH will cover the cost of the lowest quote.

2. Airline Checked Baggage Fees:
   a. First checked bag is reimbursable.
   b. Additional checked bags are not reimbursable. If requesting reimbursement for additional checked bags, a justification must be submitted with the claim.

3. Vehicle Rental:
   a. Frequent Flyer Surcharges and Taxes are not reimbursable and must be deducted from the claim (ex. FTP, FF95, etc.). This is a personal expense to the traveler.
   b. **CDW** Collision Damage Waiver or **LDW** Loss Damage Waiver:
      - State Of Hawai‘i – Not reimbursable. The Damage Waiver is covered under the State of Hawai‘i policy.
      - Continental United States (including Alaska) – Optional, but highly recommended.
      - Foreign – Required.
      - ** All other optional insurances are not reimbursable.

4. Lodging Porterage/Resort Fees:
   a. Not reimbursable if it’s optional.
   b. Reimbursable if it’s mandatory. In this case, this fee needs to be included as part of the lodging expense.

Attached is the list of Allowable and Disallowable Expenses which is located in the eTravel FAQs section.
(http://www.hawaii.edu/etravel/faq_expenseList.html)