



Travel Reimbursement Requirements

The following applies to reimbursements for travel.

1. **No sales tax** will be paid within the state of Ohio.
2. **No tips.**
3. **No alcoholic beverages.**
4. **Food reimbursements must include itemized receipts** that show the item description and quantity purchased.
5. **Food reimbursements are for meals**, not snacks or coffee between meals.
6. **CH-UH reimburses meals at \$40/day.**
7. **CH-UH will not reimburse for:**
 - In-room movies
 - Phone service
 - Internet access charges

Please call the CH-UH Finance Department with any questions: 216-320-2013.