**Section 2900.65 Special Expenses**

a) The cost of miscellaneous business related expenses incurred shall be allowed if reasonable. Examples of reimbursable expenses include:

1) Hire of room, exhibit space, set up, etc., for official business.

2) Laundry and dry cleaning if on travel status for at least 7 consecutive days.

3) Storage and handling of baggage.

4) Taxis, including reasonable tips.

5) Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay or change in plans.

6) Telephone calls to secure lodging.

7) Hotel internet charges when used for official business and Agency head approval is obtained.

b) Examples of non-reimbursable expenses include:

1) Alcoholic beverages.

2) Coat check.

3) Entertainment.

4) Late checkout and room guarantee charges (unless special circumstances exist and Agency head approval is obtained).

5) Meals for other State employees or officers.

6) Parking tickets or other traffic tickets and charges associated with locksmith service.

7) Tips incurred beyond those specifically provided in this Part.

8) Transportation to procure meals, except as provided in Section 2900.60(a)(3).

(Source: Renumbered from Section 2900.40 and amended at 32 Ill. Reg. 4784, effective April 4, 2008)