

Student Activities Business Office (SABO)

Non-Reimbursable Expenses

07.22.2025 – Last Updated

Although not an exhaustive list, the following are examples of expenses that will not be reimbursed by Boston University's Student Activities Business Office (SABO):

- Fees incurred for changing or modifying reservations (e.g., late check-out fees, room upgrades, flight change fees), unless there is a documented business justification.
- Excessively expensive meals or lodging. Gratuities are capped at 18%; if gratuity is automatically included due to party size, no additional tip will be reimbursed beyond the amount charged.
- Any goods or services purchased for student organizations from vendors located outside the United States, including international purchases or contracts.
- Purchases made using personal airline miles, credit card reward points, account credits, or gift cards are not eligible for reimbursement.
- Alcoholic beverages, cannabis products, or any substance prohibited by university policy or federal law.
- Personal expenses, such as toiletries, clothing, or entertainment (e.g., movies, in-room dining for leisure, sightseeing tours).
- Costs associated with travel companions or guests who are not affiliated with the student organization's official business.
- Payments made to individuals without prior approval and required tax documentation (e.g., independent contractor forms).
- Donations, raffles, or gifts without pre-approval or that violate university gifting policies.
- Gift Cards - We cannot reimburse gift cards and can only be processed through a purchase request (using Black Hawk Market as a vendor)