

## Public Ground Transportation

---

### **(Taxi, Shuttle, Bus, Subway, Uber/Lyft)**

The cost of public ground transportations such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. See receipt requirements below.

- Public transportation to and from the airport, while on official state business, may be reimbursed with a receipt.
- If utilizing Uber or Lyft type services, only a standard size vehicle is reimbursable with an itemized receipt. Premium or larger vehicles size are not reimbursable. Any additional charges other than standard fare rates are not reimbursable (i.e. wait time fees). Travelers should utilize the most economic ground transportation without occurring additional markup fees.
- When travelers utilize a free shuttle service, a \$5.00 tip may be allowed (no receipt is required). This is not an automatic tip reimbursement, as travelers must show proof that the service was utilized.
- Airport shuttle limousines, taxis and all other public transportation where a receipt is available, requires a receipt for reimbursements. A driver's tip for shuttle/limousines and taxis may be given and must not exceed 20% of total charge. Amount of tip must be included on receipt received from driver/company.
- All other forms of public ground transportation, where a receipt is not possible and other than those listed above, are limited to \$10 per day without a receipt, claims in excess of \$10 per day requires a receipt.
- To assist NSU with verification of taxi fares, you may contact the taxi company for an estimate or visit sites such as [taxifarefinder.com](http://taxifarefinder.com). An employee should always get approval, prior to a trip, if multiple taxis will be used; as it may be in Northwestern State University's best interest to rent a vehicle versus reimbursement of multiple taxi expenses.