TRAVEL – (account codes)

62401 Employee In-State .......... Personal Car Mileage .......... 62411 Employee Out-of-State
62403 Employee In-State .......... Piloting Aircraft Rental .......... 62413 Employee Out-of-State
62405 Employee In-State .......... Other .......... 62415 Employee Out-of-State
62408 Employee In-State .......... Lodging .......... 62418 Employee Out-of-State
62409 Employee In-State .......... Car Rental .......... 62419 Employee Out-of-State
62410 Employee In-State .......... Meals overnight .......... 62430 Employee Out-of-State
62407 Employee In-State . Taxable - Same Day Meals .......... 62417 Employee Out-of-State
62406 Employee In-State . Taxable - No Receipt Lodging .......... 62416 Employee Out-of-State
62436 Employee In-State . Taxable - No Receipt Lodging – Training . 62447 Employee Out-of-State

62426 Employee Foreign Travel

62494 Non-Employee Travel – Mileage
62495 Non-Employee Travel – Meals
62497 Non-Employee Travel – In-State Lodging
62498 Non-Employee Travel – General

62809 EDUCATIONAL/TRAINING COSTS – Includes light refreshments, meals served during seminars, workshops, professional meetings or conferences. Hospitality Form required for food over $30.00 with list of Attendees.
62810 RELOCATION – As of 1/1/18 paid in HR. Use Relocation Allowance Request Form on HR website.
62815 RECRUITING – Travel, meals, lodging for position candidates. Not advertising (see 62316 or 62317 for advertising). Hospitality Form required for food over $30.00 with list of Attendees.
62817 REGISTRATION FEES – Conference and meeting registrations
62824 ENTERTAINMENT – Costs related to University approved entertainment. Hospitality Form required for anything over $30.00 with list of Attendees. (Not allowed on OSP funds)

MEALS: In-State Out-of-State
Breakfast (must leave before 7) $7.50 $13.00
(12:01 am – 10:00 am) (16) (27)
Lunch (must ret after 1; lv before 12) $8.50 $14.00
(10:01 am – 3:00 pm) (22) (37)
Dinner (must return after 6)(B&D=22) $14.50 $23.00
(3:01 pm – 12:00 Midnight) $30.50 $50.00

(PER MILE) MILEAGE RATE FOR CALENDAR YEAR 2019 (as of January 1, 2019):
58.0 cents – High Rate allowable reimbursement when traveler uses personal car and qualifies for higher rate. TO QUALIFY: Travel Expense Voucher must list the ‘business’ reason for personal vehicle use and traveler must sign verifying the exception. (See travel policy for list of approved exceptions.)
55.0 cents – over 1,000 miles compiled in same calendar month (traveler has qualified for high rate).
27.9 cents – Standard Rate allowable reimbursement if rental or state-owned vehicle is available & traveler chooses to take personal vehicle.

No Receipt: $12.00. Current Federal standard rate is $94.00 per night (plus taxes).
Exception is high cost cities. If a rate is claimed that is higher than standard or high cost city rate, then the Actual Cost of Lodging Section of the Travel Justification form must be completed.

cc: OSP\off_share\BPAs\