**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

**Criteria for Employee Same Day Taxable Travel:**

- Personal meals are taxable; business meals are exempt if you document who they met with and business discussed at the meal(s).
- Lodging – no receipt (regardless of trip length or purpose).

**OTHER RELATED EXPENSES**

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 – Includes taxable moving expenses for successful position candidates.

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)

<table>
<thead>
<tr>
<th>MEALS:</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (leave before 7)</td>
<td>$5.00</td>
<td>$7.00</td>
<td>w/receipts: actual up to 80% daily</td>
</tr>
<tr>
<td>(12:01 am – 10:00 am) (11)</td>
<td></td>
<td></td>
<td>within timeframe of meals and be at least 15 miles away from work or home.</td>
</tr>
<tr>
<td>Lunch (ret after 1; lv before 12)</td>
<td>$6.00</td>
<td>$11.00</td>
<td>w/o receipts: $36 per/diem only</td>
</tr>
<tr>
<td>(10:01 am – 3:00 pm) (18)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner (return after 6) (B &amp; D=17)</td>
<td>$12.00</td>
<td>$23.00</td>
<td>$7(b) $11(l) $18(d)</td>
</tr>
<tr>
<td>(3:01 pm – 12:00 Midnight)</td>
<td>$23.00</td>
<td>$41.00</td>
<td></td>
</tr>
</tbody>
</table>

**MILEAGE FOR CALENDAR YEAR 2015 (as of January 1, 2015):**

- **57.5 cents** – 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.)
- **54.5 cents** – over 1,000 miles compiled in same calendar month (traveler has qualified for higher rate).
- **27.69 cents** – allowable reimb. if State/Rental vehicle available & traveler chooses to take personal vehicle.

**LODGING: (IN-STATE) & (OUT-OF-STATE)**

No Receipt: $12.00. Current Federal standard rate is $83.00 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\travel training