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

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 – 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 International

Breakfast (must leave before 7) $5.00 $13.00 w/receipts: actual
(12:01 am – 10:00 am) (11) up to 80% daily status more than 3 hrs
Lunch (must ret after 1; lv before 12) $6.00 $14.00 GSA rate for city meals and be at least
(10:01 am – 3:00 pm) (18) (37) w/o receipts: $36
Dinner (must return after 6)(B&D=17) $12.00 $23.00 (B & D=36) per/diem only
(3:01 pm – 12:00 Midnight) $23.00 $50.00 $7(b) $11(l) $18(d)


(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.

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