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 – 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)

(As of Oct 1, 2015)

MEALS:

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$5.00</td>
<td>$11.00</td>
<td></td>
</tr>
<tr>
<td>(leave before 7)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(12:01 am – 10:00 am)</td>
<td>(11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>$6.00</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>(ret after 1; lv before 12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10:01 am – 3:00 pm)</td>
<td>(18)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>$12.00</td>
<td>$23.00</td>
<td>$7(b) $11(l) $18(d)</td>
</tr>
<tr>
<td>(return after 6)</td>
<td>(B &amp; D=17)</td>
<td>(B &amp; D=34)</td>
<td></td>
</tr>
<tr>
<td>(3:01 pm – 12:00 Midnight)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MILEAGE FOR CALENDAR YEAR 2017 (as of January 1, 2017):

53.5 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.)

50.5 cents – over 1,000 miles compiled in same calendar month (traveler has qualified for higher rate).

25.8 cents – allowable reimb. if State/Rental vehicle available & traveler chooses to take personal vehicle.

LODGING: (IN-STATE) & (OUT-OF-STATE) (As of Oct 1, 2016)

No Receipt: $12.00.

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\