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
62406 Employee In-State... Taxable - Same Day Meals ............ 62417 Employee Out-of-State
62407 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).

ORTH 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, 2018)

MEALS:

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<th>In-State</th>
<th>Out-of-State</th>
<th>International</th>
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| Breakfast (leave before 7) | $5.00 | $13.00 | w/receipts: actual up to $30,000 daily within timeframe of travel status more than 3 hrs
| (12:01 am – 10:00 am) (11) |          |              |               |
| Lunch (ret after 1; lv before 12) | $6.00 | $14.00 | w/o receipts: $36 per diem only
| (10:01 am – 3:00 pm) (18) |          |              |               |
| Dinner (return after 6) (B & D=17) | $12.00 | $23.00 (B & D=36) | $7(b) $11(l) $18(d) |
| (3:01 pm – 12:00 Midnight) | $23.00 | $50.00 |               |

MILEAGE FOR CALENDAR YEAR 2019 (as of January 1, 2019):

27.9 cents per mile - “Standard Rate” - Enterprise or state-owned vehicle is available and traveler chooses to take personal vehicle

58.0 cents per mile – “High Rate” - Enterprise or state-owned vehicle is not available, use of personal vehicle is in the best interest of the state or members of the general public traveling on official state business

55.0 cents per mile – Traveler qualifies for “High Rate” and has traveled over 1000 miles in the same calendar month

$1.16 per nautical mile for private airplane usage

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.

cc: OSP\off_share\travel training\