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)

MEALS:

Breakfast (leave before 7) In-State $5.00 Out-of-State $11.00
(12:01 am – 10:00 am) (11)
Lunch (ret after 1; lv before 12) $6.00 $12.00
(10:01 am – 3:00 pm) (18)
Dinner (return after 6) $12.00 $23.00
(B & D=17) (B & D=34)
(3:01 pm – 12:00 Midnight) $23.00 $46.00

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

57.50 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.)

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

27.69 cents - allowable reimbursement if State vehicle available & traveler chooses to take personal vehicle.

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

No Receipt: $12.00 Current Federal standard rate is $89.00 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\