

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).

- 62494 Non-Employee Travel – Mileage
- 62495 Non-Employee Travel – Meals
- 62497 Non-Employee Travel – In-State Lodging
- 62498 Non-Employee Travel – General

OTHER EXPENSES

- 62809 EDUCATIONAL EXPENSES – Training costs, including light refreshments or meals served during seminars, workshops, professional meetings or conferences. Hospitality Form required for food over \$30.00 with list of Attendees.
- 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. (Usually not allowable on OSP funds)

MEALS:

	<u>In-State</u>	<u>Out-of-State</u>	<u>International</u>	
Breakfast (leave before 7) (12:01 am – 10:00 am) (11)	\$5.00	\$7.00	w/receipts: actual up to 80% daily	Must be in travel status more than 3 hrs within timeframe of meals and be at least 15 miles away from work or home.
Lunch (ret after 1; lv before 12) (10:01 am – 3:00 pm) (18)	\$6.00	\$11.00	GSA rate for city	
Dinner (return after 6) (B & D=17) (3:01 pm – 12:00 Midnight)	\$12.00	\$23.00 (B & D=30)	w/o receipts: \$36 per/diem only	
	\$23.00	\$41.00	\$7(b) \$11(l) \$18(d)	

MILEAGE FOR CALENDAR YEAR 2011 (as of midyear adjustment July 1, 2011):

- 55.5 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.)
- 52.5 cents** – over 1,000 miles compiled in same calendar month (traveler has qualified for higher rate).
- 26.7 cents** - allowable reimbursement if State vehicle available and traveler chooses to take personal vehicle.

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

No Receipt: \$12.00 Current standard rate is **\$77.00** 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.