

**TRAVEL – (account codes)**

62401 Employee In-State . . . . .	<b>Personal Car Mileage</b> . . . . .	62411 Employee Out-of-State
62403 Employee In-State . . . . .	<b>Piloting Aircraft Rental</b> . . . . .	62413 Employee Out-of-State
62405 Employee In-State . . . . .	<b>Other</b> . . . . .	62415 Employee Out-of-State
62408 Employee In-State . . . . .	<b>Lodging</b> . . . . .	62418 Employee Out-of-State
62409 Employee In-State . . . . .	<b>Car Rental</b> . . . . .	62419 Employee Out-of-State
62410 Employee In-State . . . . .	<b>Meals overnight</b> . . . . .	62430 Employee Out-of-State
62407 Employee In-State . . . . .	<b>Taxable - Same Day Meals</b> . . . . .	62417 Employee Out-of-State
62406 Employee In-State . . . . .	<b>Taxable - No Receipt Lodging</b> . . . . .	62416 Employee Out-of-State
62436 Employee In-State . . . . .	<b>Taxable - No Receipt Lodging – Training</b> .	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 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)

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

**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 & 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.