

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 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 – As of 1/1/18 paid in HR. Use Relocation Allowance Request Form on HR website.
- 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 7/01/2019) (As of 10/01/2018)

<u>MEALS:</u>	<u>In-State</u>	<u>Out-of-State</u>	<u>International</u>	
Breakfast (must leave before 7) (12:01 am – 10:00 am) (16)	\$7.50	\$13.00	(27)	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 (must ret after 1; lv before 12) (10:01 am – 3:00 pm) (23)	\$8.50	\$14.00	(37)	
Dinner (must return after 6)(B&D=22) (3:01 pm – 12:00 Midnight)	\$14.50	\$23.00	(B & D=36)	
	\$30.50	\$50.00		\$7(b) \$11(l) \$18(d)

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

- 58.0 cents – High Rate** 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.)
- 55.0 cents** – over 1,000 miles compiled in same calendar month (traveler has qualified for **high rate**).
- 27.9 cents – Standard Rate** allowable reimbursement if rental or state-owned vehicle is available & traveler chooses to take personal vehicle.

LODGING: (IN-STATE) & (OUT-OF-STATE) <https://www.gsa.gov/travel/plan-book/per-diem-rates>

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.