## TRAVEL – (account codes)

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Employee In-State Code</th>
<th>Employee Out-of-State Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Car Mileage</td>
<td>62401</td>
<td>62411</td>
</tr>
<tr>
<td>Piloting Aircraft Rental</td>
<td>62403</td>
<td>62413</td>
</tr>
<tr>
<td>Other</td>
<td>62405</td>
<td>62415</td>
</tr>
<tr>
<td>Lodging</td>
<td>62408</td>
<td>62418</td>
</tr>
<tr>
<td>Car Rental</td>
<td>62409</td>
<td>62419</td>
</tr>
<tr>
<td>Meals Overnight</td>
<td>62410</td>
<td>62430</td>
</tr>
<tr>
<td>Taxable – Same Day Meals</td>
<td>62407</td>
<td>62417</td>
</tr>
<tr>
<td>Taxable – No Receipt Lodging</td>
<td>62406</td>
<td>62416</td>
</tr>
<tr>
<td>Taxable – No Receipt Lodging – Training</td>
<td>62436</td>
<td>62447</td>
</tr>
</tbody>
</table>

### Account Code

- **62426**
- **62444**
- **62494**
- **62495**
- **62497**
- **62498**

### 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 themeal(s). Lodging – no receipt (regardless of trip length or purpose).

### OTHER RELATED EXPENSES:

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>62809</td>
</tr>
<tr>
<td>RELOCATION – As of 1/1/18 paid in HR. Use Relocation Allowance Request Form on HR website.</td>
<td>62810</td>
</tr>
<tr>
<td>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.</td>
<td>62815</td>
</tr>
<tr>
<td>REGISTRATION FEES – Conference and meeting registrations</td>
<td>62817</td>
</tr>
<tr>
<td>ENTERTAINMENT – Costs related to University approved entertainment. Hospitality Form required for anything over $30.00 with list of Attendees. (Not allowed on OSP funds)</td>
<td>62824</td>
</tr>
</tbody>
</table>

### MEALS:

- **Breakfast** (must leave before 7)
  - (12:01 am – 10:00 am) $7.50 (B&L=16) $13.00 (B&L=27)
- **Lunch** (must ret after 1 leave before 12)
  - (10:01 am – 3:00 pm) $8.50 (L&D=23) $14.00 (L&D=37) $23.00
- **Dinner** (must return after 6)
  - (3:01 pm – 12:00 Midnight) $14.50 (B&D=22) $30.50 (B&D=36) $50.00

### (PER MILE) MILEAGE RATE FOR CALENDAR YEAR 2020 (as of January 1, 2020):

- **57.5 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.)
- **54.5 cents** – over 1,000 miles compiled in same calendar month (traveler has qualified for high rate).
- **27.7 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)

- **No Receipt:** $12.00 for meal reimbursement – must be in travel status more than 3 hours within timeframe of meals and be at least 15 miles away from work or home.
- **International with receipts:** actual up to 80% daily GSA rate for city $36.00 per diem only $7 (B) $11 (L) $18 (D)
- **International without receipts:** $36.00 per diem only $7 (B) $11 (L) $18 (D)

### Lodging: (IN-STATE) & (OUT-OF-STATE)

- **Non-receipts:**
  - $12.00 for meal reimbursement – must be in travel status more than 3 hours within timeframe of meals and be at least 15 miles away from work or home.
  - $36.00 per diem only $7 (B) $11 (L) $18 (D)

- **International with receipts:** actual up to 80% daily GSA rate for city $36.00 per diem only $7 (B) $11 (L) $18 (D)

- **International without receipts:** $36.00 per diem only $7 (B) $11 (L) $18 (D)

### Current Federal standard rate is $96.00 per night (plus taxes) as of October 1, 2019.

For meal reimbursement – must be in travel status more than 3 hours within timeframe of meals and be at least 15 miles away from work or home.

### Travel Justification Form

- **Actual Cost of Lodging Section** of the Travel Justification form must be completed.

### Travel Policy:

- **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.)
- **57.5 cents – High Rate** allowable reimbursement when traveler uses personal car and qualifies for higher rate.
- **54.5 cents** – over 1,000 miles compiled in same calendar month (traveler has qualified for high rate).
- **27.7 cents – Standard Rate** allowable reimbursement if rental or state-owned vehicle is available & traveler chooses to take personal vehicle.

### Travel Expense Voucher

- **Actual Cost of Lodging Section** of the Travel Justification form must be completed.