

**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 – 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 7/01/19 for In-State rates) (As of 10/01/18 for Out-of-State rates)**

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

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  
**International without receipts:** \$36.00 per diem only: \$7-(b) \$11-(l) \$18-(d)

**(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)** <https://www.gsa.gov/travel/plan-book/per-diem-rates>

No Receipt: \$12.00  
Current Federal standard rate is **\$96.00** per night (plus taxes) as of October 1, 2019. 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.