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 ......................................... 62420 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
62494 Non-Employee Travel – Mileage
62495 Non-Employee Travel – Meals
62497 Non-Employee Travel – In-State Lodging
62498 Non-Employee Travel – General

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).

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)

MEALS:

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.50</td>
<td>$13.00</td>
</tr>
<tr>
<td>(must leave before 7)</td>
<td>(B&amp;D=16)</td>
<td>(B&amp;D=27)</td>
</tr>
<tr>
<td>Lunch</td>
<td>$8.50</td>
<td>$14.00</td>
</tr>
<tr>
<td>(must ret after 1 leave before 12)</td>
<td>(L&amp;D=23)</td>
<td>(L&amp;D=37)</td>
</tr>
<tr>
<td>Dinner</td>
<td>$14.50</td>
<td>$23.00</td>
</tr>
<tr>
<td>(must return after 6)</td>
<td>(B&amp;D=22)</td>
<td>(B&amp;D=36)</td>
</tr>
</tbody>
</table>

(3:01 pm – 12:00 Midnight) $30.50 $50.00

(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.

cc: OSP\off_share\travel training\