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

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)

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).

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>(12:01 am – 10:00 am) (16)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>$8.50</td>
<td>$14.00</td>
</tr>
<tr>
<td>(must ret after 1 leave before 12) (10:01 am – 3:00 pm) (23)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>$14.50</td>
<td>$23.00</td>
</tr>
<tr>
<td>(must return after 6) (B &amp; D=22)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3:01 pm – 12:00 Midnight)</td>
<td>$30.50</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

International: Must be in travel status more than 3 hours within timeframe of meals and be at least 15 miles away from work or home.

with receipts: actual up to 80% daily GSA rate for city

$7 (b) $11 (l) $18 (d)

(MILEAGE) 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.


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.