**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).

**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** – Includes taxable moving expenses for successful position candidates.

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 Jul 1, 2019)

**MEALS:**

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.50</td>
<td>$13.00</td>
<td>w/receipts: actual status more than 3 hrs</td>
</tr>
<tr>
<td>(leave before 7)</td>
<td>(16)</td>
<td>(27)</td>
<td>up to 80% daily within timeframe of</td>
</tr>
<tr>
<td>Lunch</td>
<td>$8.50</td>
<td>$14.00</td>
<td>GSA rate for meals and be at least</td>
</tr>
<tr>
<td>(ret after 1; lv before 12)</td>
<td>(23)</td>
<td>(37)</td>
<td>$36 15 miles away from</td>
</tr>
<tr>
<td>Dinner</td>
<td>$14.50</td>
<td>$23.00</td>
<td>w/o receipts: $36 per/diem only work or home.</td>
</tr>
<tr>
<td>(return after 6)</td>
<td>(B &amp; D=22)</td>
<td>(B &amp; D=36)</td>
<td>$7(b) $11(l) $18(d)</td>
</tr>
<tr>
<td>(3:01 pm – 12:00 Midnight)</td>
<td>$30.50</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

**MILEAGE FOR CALENDAR YEAR 2019 (as of January 1, 2019):**

- 27.9 cents per mile - “Standard Rate” - Enterprise or state-owned vehicle is available and traveler chooses to take personal vehicle
- 58.0 cents per mile – “High Rate” - Enterprise or state-owned vehicle is not available, use of personal vehicle is in the best interest of the state or members of the general public traveling on official state business
- 55.0 cents per mile – Traveler qualifies for “High Rate” and has traveled over 1000 miles in the same calendar month
- $1.16 per nautical mile for private airplane usage

**LODGING: (IN-STATE) & (OUT-OF-STATE)**

- 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.

cc: OSP\off\_share\travel training\