**TRAVEL – (account codes)**

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

|  |  |
| --- | --- |
|  | **Account Code** |
| Employee Foreign Travel | 62426 |
|  |  |
| Non-Employee Travel – Mileage | 62494 |
| Non-Employee Travel – Meals | 62495 |
| Non-Employee Travel – In-State Lodging | 62497 |
| Non-Employee Travel – General | 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 the meal(s). Lodging – no receipt (regardless of trip length or purpose).

**OTHER RELATED EXPENSES:**

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

**(As of 7/1/19 for In-state rates) (As of 10/1/21 for Out-of-State rates)**

|  |  |  |
| --- | --- | --- |
| **MEALS:** | **In-State** | **Out-of-State** |
| **Breakfast** (must leave before 7) | **$7.50** | **$13.00** |
| (12:01 am – 10:00 am) | (B&L=16) | (B&L=28) |
| **Lunch** (must ret after 1 leave before 12) | **$8.50** | **$15.00** |
| (10:01 am – 3:00 pm) | (L&D=23) | (L&D=41) |
| **Dinner** (must return after 6) | **$14.50** (B&D=22) | **$26.00**(B&D=39) |
| (3:01 pm – 12:00 Midnight) | **$30.50** | **$54.00** |

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

**(PER MILE) MILEAGE RATE FOR CALENDAR YEAR 2022 (as of January 1, 2022):**

**58.50 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.)

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

**28.20 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 | Current Federal standard rate is **$96.00** per night (plus taxes) as of October 1, 2020.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. |