Most Commonly Used TRAVEL Account Codes

IN-STATE TRAVEL

Code			Description
62101			Travel centrally billed airfare (CBA) generic object code for creation of VPTS only. Do not ever use this object code.
62101	Travel	In - State	Public transportation fares (airfare, bus, taxi, subway, car rental, shuttle, etc.)
62102	Travel	In - State	Mileage
62103	Travel	In - State	Flat per diem
62104	Travel	In - State	Actual Expenses - Overnight travel
62105	Travel	In - State	Incidental Expenses (taxes, tips, gas, phone/fax calls, shipping charges, postage)
62106	Travel	In - State	Meals & Lodging not to exceed maximum per diem
62107	Travel	In - State	Partial per diem, no overnight travel
62106	Travel	In - State	Actual Expenses Meals - no overnight stay
62109	Travel	In - State	Parking Fees
62102	Travel	In - State	Single Engine Aircraft Mileage
62110	Travel	In - State	Twin Engine aircraft mileage
62111	Travel	In - State	Turbine powered aircraft mileage

OUT-OF-STATE TRAVEL

Code			Description
62201	Travel	Out-of-State	Public Transportation Fares (airfare, bus, taxi, subway, car rental, shuttle, etc.)
62202	Travel	Out-of-State	Mileage
62203	Travel	Out-of-State	Flat per diem ($40.00)
62204	Travel	Out-of-State	Actual Expenses - Overnight Travel
62205	Travel	Out-of-State	Incidental Expenses (taxes, tips, gas, phone/fax calls, shipping charges, postage)
62206	Travel	Out-of-State	Meals & Lodging not to exceed locality-based allowance
62207	Travel	Out-of-State	Partial per diem, no overnight travel
62208	Travel	Out-of-State	Actual Expense Meals - No Overnight Stay
62209	Travel	Out-of-State	Parking Fees
62110	Travel	Out-of-State	Twin Engine aircraft mileage
62211	Travel	Out-of-State	Turbine powered aircraft mileage

| 62251 | Travel | **FOREIGN** | All foreign travel (airfare, meals, lodging, tips, taxes, etc.) |

| 62450 | Travel | Apartment/House Rental | |

ATHLETICS

Code			Description
62310	Athletic	Team Travel	
62311	Athletic	Team Travel	Trvl Athl Team Milage
62312	Athletic	Team Travel	Trvl Athl Team Overnight
62313	Athletic	Team Travel	Trvl Athl Team Incidental
62314	Athletic	Team Travel	Trvl Athl Team Meals-Lodg PDm
62315	Athletic	Team Travel	Trvl Athl Team Meals-Actuals
62316	Athletic	Team Travel	Trvl Athl Team Parking
62317	Athletic	Team Travel	Trvl Athl Team Charter Flight
62330	Athletic	General Trave	Trvl Athl Gen Public Trans
62331	Athletic	General Trave	Trvl Athl Gen Milage
62332	Athletic	General Trave	Trvl Athl Gen Overnight
62333	Athletic	General Trave	Trvl Athl Gen Incidental
62334	Athletic	General Trave	Trvl Athl Gen Meals-Lodg PDm
62335	Athletic	General Trave	Trvl Athl Gen Meals-Actuals
62336	Athletic	General Trave	Trvl Athl Gen Parking
62350	Athletic	Recruitment	Trvl Athl Recrt Public Trans
62351	Athletic	Recruitment	Trvl Athl Recrt Milage
62352	Athletic	Recruitment	Trvl Athl Recrt Overnight
62353	Athletic	Recruitment	Trvl Athl Recrt Incidental
62354	Athletic	Recruitment	Trvl Athl Recrt Meals-Lodg PDm
62355	Athletic	Recruitment	Trvl Athl Recrt Meals-Actuals
62356	Athletic	Recruitment	Trvl Athl Recrt Parking

NON-EMPLOYEE TRAVEL

Code		Description
60101	Travel	Non-Employee/Non-student/Participant (No 1099)
60102	Travel	Non-Resident Alien-Non-Employee/Non-student/Participant
62304	Travel	Student Non-Employee (registration fees)
62305	Travel	Travel Student Foreign
62306	Travel	Part Trvl Student Non Empl
62307	Travel	Part Trvl Student Foreign
62402	Travel	Prospective Employee/Recruitment of prospective graduate students
62499		Registration Fees-Employee Training
67617		Recruitment of prospective students, excluding athletic / recruitment and graduate student recruitment