

Travel Account Codes

- 53-2711** **Transportation Air/In State**
53-2712 **Transportation Air/Out of State**
Codes above used for reimbursement of cost of airline ticket.
- 53-2714** **Transportation Ground/In State**
53-2715 **Transportation Ground/ Out of State**
Codes above used for cost of shuttles, taxis, car rentals, and mileage for driving personal vehicle.
- 53-2717** **Transportation Other/In State**
53-2718 **Transportation Other/Out of State**
Codes above used for cost of subways, trains, etc.
- 53-2721** **Lodging/In State**
53-2722 **Lodging/Out of State**
Codes above used for hotel expense.
- 53-2724** **Meals/In State**
53-2725 **Meals/Out of State**
Codes above used for meals per diem.
- 53-2727** **Miscellaneous/In State**
53-2728 **Miscellaneous/Out of State**
Codes above used for miscellaneous expenses such as parking, baggage tipping, tolls, etc.
- 53-2930** **Registration Fee's**
Code used for cost of Workshop, Seminar, Conference, or Meeting registration fees
- 53-2799** **Travel Advance**
Code used for documenting travel advance money received
- 53-2811** **Telephone Calls/Fax Service**
Code used for phone calls or FAX services used on travel
- 53-3310** **Gasoline purchase**
Code used for gasoline purchases made