

Travel Account Codes effective 09/01/2020

56000 TEXAS-PUBLIC TRANSPORTATION AGENCY

Centrally billed air, rail, bus, vehicle rental, taxi, limousine expense for a trip to a Texas destination paid by the university directly to the transportation provider, travel agency, or the contracted credit card company.

56101 TEXAS-PUBLIC TRANSPORTATION-EMPLOYEE

Reimbursement to traveler for air, rail, bus, vehicle rental, taxi, limousine expense and/or early bird fees paid out of pocket for trip to a Texas destination.

56102 TEXAS-MILEAGE

Approved rate per mile times miles driven by personal vehicle on trips to Texas destinations. Rate covers all vehicle operational costs and no additional gasoline expenses or other operational supplies can be claimed.

56103 TEXAS-ACTUAL MEALS & LODGING

Reimbursement for actual out-of-pocket meal and lodging expenses using local funds for overnight trips to TX destinations. All receipts required.

56104 TEXAS-INCIDENTALS

Miscellaneous expenses while traveling to TX destinations including charges for hotel occupancy taxes, copying, rental car gasoline, tolls, telephone, parking, extra baggage fees, etc.

56105 TEXAS-PER DIEM-MEALS & LODGING

Reimbursement for meals (no receipts required) and lodging (receipt required) within maximum dollar limitation on trips with Texas destinations. Not to include occupancy tax, telephone calls, or hotel services.

56107 TEXAS-REGENT MEALS AND LODGING

Meals and lodging for regents on trips to Texas destinations.

56108 LODGING-APARTMENT/HOUSE RENTAL

Renting or leasing an apartment or house under a rental contract while traveling either in-state or out-of-state.

***** codes used "Out of State" are also used for Puerto Rico, Canada, Hawaii, and Mexico *****

56109 OUT OF STATE-MILEAGE

Reimbursement for use of personal vehicle on out-of-state travel by multiplying the approved rate per mile times miles driven.

56110 OUT OF STATE-NON-OVERNIGHT MEALS

Meal expenses within maximum dollar limitation during out-of-state non-overnight travel. Requires personnel deduction form for tax deduction on next paycheck. Not allowed for HOU, SYS, or VIC.

56111 OUT OF STATE-ACTUAL MEALS & LODGING

Reimbursement for actual out-of-pocket meals and lodging expenses using local funds for overnight out-of-state trips. All receipts required.

56112 OUT OF STATE-INCIDENTALS

Out of state miscellaneous travel expenses including hotel occupancy taxes, copying, rental car gas, tolls, phone, parking, extra baggage fees etc.

56113 OUT OF STATE-PER DIEM MEALS & LODGING

Reimbursement for meals (no receipts required) and lodging (receipt required) not to exceed locality based maximums for out of state trips.

56114 OUT OF STATE-PUBLIC TRANSPORTATION

Centrally billed air, rail, bus, vehicle rental, taxi, limousine expense for trip out of state paid by the university directly to the transportation provider, the travel agency or the contracted credit card company.

56115 OUT OF STATE-PUB TRANS-EMPLOYEE

Reimbursement to the traveler for air, rail, bus, vehicle rental, taxi, limousine expense and/or early bird fees paid out-of-pocket for trip out of state.

56116 OUT OF STATE-REGENT MEALS & LODGING

Meals and lodging for regents on trips to out-of-state destinations.

56117 REGENTS TRAVEL

All travel expenses, except meals and lodging, of the board of regents regardless of fund type or destination. Paid to third parties or reimbursed to traveler.

56118 FOREIGN TRAVEL

All travel expenses to countries outside the US, its possessions, Mexico and Canada regardless of type of funds or method of payment. Agency head approval (local funds) is required. Mexico, Canada and U.S. possessions are considered out-of-state.

56119 TRAVEL EXP FOR INTERVIEWEE

All travel expenses of prospective employee to interview with the university, regardless of type of funds or method of payment. In state maximum rates apply. For house hunting trips see account 56122.

56124 DOMESTIC STUDENT TRAVEL

Locally funded domestic travel by current students acting as university representatives. Excludes prospective students.

56125 TEAM TRAVEL

Travel expenses for student team competitions.

56126 STUDENT RECRUITING-TRAVEL

Travel expenses of employees who are recruiting students.

56127 DELINQUENT TRAVEL ADVANCE

Delinquent, uncollected travel advance recorded as a departmental expense by journal voucher entry. Restricted to accounting office use. Requires personnel deduction form.

56128 FUND RAISING/PROMO TRAVEL

All expenses for fund raising or promotional trips regardless of destination, method of payment or type of funding.

56129 PROSPECTIVE STUDENT TRAVEL

All travel expenses of invited prospective students who are considering attending the university. **DO NOT USE STATE FUNDS.**

56137 UNIVERSITY GUEST TRAVEL

Travel expenses for an individual who voluntarily and without compensation provides recognition or support to the university in contribution to the university's mission. The individual may be a donor, potential donor, volunteer, or community, government, university, or corporate official. The individual may not be a current faculty, staff, or student of any component university within the UH System or someone paid a fee for contracted services. **LOCAL FUNDS ONLY.**

56138 SPOUSAL TRAVEL NON-BUSINESS

Payment or reimbursement of travel for the spouse or other family member of a university employee that is not required to conduct university business. This reimbursement is taxable to the university employee.

56139 FOREIGN STUDENT TRAVEL

Locally funded foreign travel by current students acting as university representatives. Excludes prospective students.

54901 REGISTRATION

Only reimbursed by travel if other travel related expenses have been incurred.

12100 ADVANCEMENT FOR PREPAYMENT OF LODGING