

Travel Account Code Definitions

Includes transportation, meals, lodging, and related expenses reimbursed or paid by the institution for personnel in travel status

Individual In-state Travel

Includes in-state travel by employees, individual students, or participants in institutional activities. Included are meal allowances, automobile mileage allowance, tickets on commercial carriers, taxi fares, lodging, registration fees at conferences, and rental charges for vehicles used in travel

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| 73100 | Individual In-state Travel Other Faculty
Travel costs for in-state travel by faculty for non-professional development |
| 73110 | Individual In-state Travel Other Staff
Travel costs for in-state travel by staff for non-professional development |
| 73120 | Individual In-state Travel Professional Development Faculty
Travel costs for in-state travel by faculty for professional development (presenting a paper, serving as officer, etc.) |
| 73130 | Individual In-state Travel Professional Development Staff
Travel costs for in-state travel by staff for professional development (presenting a paper, serving as officer, etc.) |

Individual Out-of-State or Country

Includes out-of-state or country travel by employees, individual students, or participants in institutional activities. Included are meal allowances, automobile mileage allowance, tickets on commercial carriers, taxi fares, lodging, registration fees at conferences, and rental charges for vehicles used in travel

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| 73200 | Individual Out-of-State Travel Other Faculty
Travel costs for out-of-state travel by faculty for non-professional development |
| 73210 | Individual Out-of-State Travel Other Staff
Travel costs for out-of-state travel by staff for non-professional development |
| 73220 | Individual Out-of-State Travel Professional Development Faculty
Travel costs for out-of-state travel by faculty for professional development (presenting a paper, serving as officer, etc.) |
| 73230 | Individual Out-of-State Travel Professional Development Staff
Travel costs for out-of-state travel by staff for professional development (presenting a paper, serving as officer, etc.) |

Teams and Groups In-state

Includes in-state travel expenses for athletic teams, bands, debate teams, clubs, and similar groups when traveling together.

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| 73300 | Travel Groups In-State |
| 73310 | Travel Teams In-State |

Teams and Groups In-state

Includes out-of-state or country travel expenses for athletic teams, bands, debate teams, clubs, and similar groups when traveling together.

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| 73400 | Travel Groups Out-of-State |
| 73410 | Travel Teams Out-of-State |

Visitors

Travel expenses for visitors or guests of the institution who are non-employee, non-student, or non-participant of grant. Includes prospective employees.

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| 73500 | Visitors In-State Travel |
| 73600 | Visitors Out-of-State Travel |