

Travel Object Class Codes

Travel – In State -----

3010 Travel In State – Auto Rental

To record payment of non-TAMU Transportation Center vehicle rental costs incurred during in-state travel by state employees or board members. This includes payments made directly to public transportation companies or credit card issuers for employee and board member transportation costs.

3011 Travel In State – Public Transportation Other (not including auto)

To record payment for public transportation costs (other than vehicle rental) incurred during in-state travel by state employees or board members. This includes payments made directly to public transportation companies or credit card issuers for employee or board member transportation costs. Public transportation fares include commercial air, railroad, bus, taxi, limousine, boat, subway, bicycle or other mode of mass transit.

3012 Travel In State – Public Transportation – Transportation Center

To record payment to university/agency transportation or fleet operations for vehicle rental costs incurred during in-state travel by state employees or board members.

3016 Travel In State – Mileage (rate not to exceed current state rate)

To record payment of mileage incurred by state employees or board members while using personally owned or leased motor vehicles for in-state travel. Rate not to exceed the current state rate.

3020 Travel In State – Actual Meal and Lodging Expense – Overnight Travel

To record payment of actual meal and lodging expenses of the agency's chief administrator or other employee authorized by the chief administrator to perform state business on behalf of the chief administrator. Actual meal and lodging expenses may not exceed two times the rate allowed for state employees.

3025 Travel In State – Incidental Expenses

To record payment of other authorized expenses while engaged in in-state travel. Other expenses may include telephone calls, parking, toll charges, gasoline purchased for state owned or rented vehicles, and hotel occupancy and similar taxes that a state employee is not exempt from paying.

3030 Travel In State – Meals/Lodging Not to Exceed \$121

To record payment of in-state meal and lodging costs incurred by state employees. The actual cost of meals may not exceed \$36 per day and the actual cost of lodging may not exceed \$85 per day per location. The daily total may not exceed \$121 per day.

3045 Travel In State – Parking Fees

To record payment of parking costs while engaged in in-state travel.

3050 Travel In State – Single Engine Aircraft Mileage

To record payment of mileage for state employee, chief administrator or board member use of personally owned or leased single engine aircraft for in-state travel.

3055 Travel In State – Twin Engine Aircraft Mileage

To record payment of mileage for state employee, chief administrator or board member use of personally owned or leased twin engine aircraft for in-state travel.

3060 Travel In State – Turbine Powered Aircraft Mileage

To record payment of mileage for state employee, chief administrator or board member use of personally owned or leased turbine-powered or other aircraft for in-state travel.

3065 Travel In State – Apartment/House Rental Expense

To record payment for rental or lease of an apartment or house for an extended period of time when a state agency is conserving state funds in lieu of using a more expensive commercial lodging establishment for in-state travel.

5215 Employee Training Expenses – Registration Fees

To record payment of registration or other associated fees (including reference materials) for seminars and conferences attended by state employees. Names and dates must be listed on the voucher.

Travel – Out of State -----

3110 Travel Out of State – Auto Rental

To record payment of vehicle rental costs incurred by state employees or board members during out-of-state travel. Travel in the United States (except Texas), Mexico, U.S. possessions and Canada is considered out-of-state. This code includes payments made directly to public transportation companies or credit card issuers for state employees or board member transportation costs.

3111 Travel Out of State – Public Transportation Other (not including auto)

To record payment of public transportation costs (other than vehicle rental costs) incurred by state employees or board members during out-of-state travel. Travel in the United States (except Texas), Mexico, U.S. possessions and Canada is considered out-of-state. This code includes payments made directly to public transportation companies or credit card issuers for employee or board member transportation costs. Public transportation fares include commercial air, railroad, bus, taxi, limousine, boat, subway, bicycle or other mode of mass transit.

3112 Travel Out of State – Public Transportation – Transportation Center

To record payment to university/agency transportation or fleet operations for vehicle rental costs incurred by state employees or board members during out-of-state travel. Travel in the United States (except Texas), Mexico, U.S. possessions and Canada is considered out-of-state.

3114 Travel – Public Transportation in Washington, D.C.

To record payment of public transportation costs incurred by state employees or board members during travel to Washington D.C. This code includes payments made directly to public transportation companies or credit card issuers for employee or board member transportation costs. Public transportation fares include commercial air, railroad, bus, taxi, limousine, subway or other mode of mass transit.

3116 Travel Out of State – Mileage (rate not to exceed current state rate)

To record payment of mileage incurred by state employees or board members while using personally owned or leased motor vehicles out-of-state. Payment will be made for the lesser of the mileage reimbursement or the lowest available airfare. Travel in the United States (except Texas), U.S. possessions, Mexico or Canada is considered out-of-state travel. Rate not to exceed the current state rate.

3120 Travel Out of State – Actual Meal and Lodging Expense – Overnight Travel

To record payment of actual out-of-state meal and lodging expenses incurred by the chief administrator or other employee authorized by the chief administrator to act on his behalf during out-of-state travel. Actual meal and lodging expense may not exceed two times the rate allowed for state employees.

3125 Travel Out of State – Incidental Expenses

To record payment of other authorized expenses incurred while engaged in out-of-state travel. Other expenses may include telephone calls, parking, toll charges, gasoline purchases for state owned or rented vehicles, and hotel occupancy and similar taxes that a state employee is not exempt from paying.

3130 Travel Out of State – Meals/Lodging Not to Exceed the Locality-Based Allowance

To record payment to state employees for locality-based allowance for meals/lodging when traveling out-of-state. The allowance rate equals actual lodging plus an amount for meals, not to exceed the maximum amount set for each locality. A greater amount may be claimed for lodging but the meal claim must be reduced by the additional amount claimed for lodging.

3145 Travel Out of State – Parking Fees

To record payment of parking costs incurred while engaged in out-of-state travel.

3150 Travel Out of State – Single Engine Aircraft Mileage

To record payment of mileage to employees, chief administrators or board members for use of personally owned or leased single engine aircraft for out-of-state travel.

3155 Travel Out of State – Twin Engine Aircraft Mileage

To record payment of mileage to employees, chief administrators or board members for use of personally owned or leased twin engine aircraft for out-of-state travel.

3160 Travel Out of State – Turbine Powered Aircraft Mileage

To record payment of mileage to employees, chief administrators or board members for use of personally owned or leased turbine-powered or other aircraft for out-of-state travel.

3165 Travel Out of State – Apartment/House Rental Expense

To record payment of rental or leasing of an apartment or house for an extended period of time when a state agency is conserving state funds in lieu of using a more expensive commercial lodging establishment for out-of-state travel.

5215 Employee Training Expenses – Registration Fees

To record payment of registration or other associated fees (including reference materials) for seminars and conferences attended by state employees. Names and dates must be listed on the voucher.

Travel – Other -----

3210 Travel – Prospective State Employee

To record payment of travel expenses to a prospective employee incurred at the specific request of authorized representatives of state agencies. Travel costs for prospective employees who are currently employed by another branch of the same agency will be reimbursed as if they were traveling on state business. Prospective employees who are employees at another state agency or are not employed by a state agency will be reimbursed as if they were state employees.

3310 Travel – Foreign

To record payment of foreign travel claims. Foreign travel is defined as travel to countries other than the United States, U.S. possessions, Mexico and Canada.