

NAME	DESCRIPTION	SPECIAL NOTES	Account Code
Airfare In-State	In-State Airfare	Actual amount as entered	E352
Airfare Out-of-State	Out-of-State Airfare	Actual amount as entered	E374
Daytrip Meals (Taxable)	Taxable Meals for Daytrips	Actual amount as entered	E375
Field Study	Misc Service Expense (RSP or Research Related)	Actual amount as entered	E213
Gas	Gas for Rental or University Vehicle	Actual amount as entered	E373
Ground Transportation	Ground Transportation	Actual amount as entered	E381
Lodging - Actual In-State	In-State Lodging	Actual amount as entered	E351
Lodging - Actual Out-of-State	Out-of-State Lodging	Actual amount as entered	E370
Lodging - Exceeds Per Diem In-State	For exception to maximum lodging rule SAAM 10.30.20....	Actual amount as entered	E351
Lodging - Exceeds Per Diem Out-of-State	For exception to maximum lodging rule SAAM 10.30.20....	Actual amount as entered	E370
Lodging - Group Per Diem	Out-of-State Lodging per diem rate before taxes	Variable Per Diem related expenses	E370
Lodging - Group Per Diem In-State	In-State Lodging Group rate per diem rate before taxes	Variable Per Diem related expenses	E351
Lodging - Group Per Diem Out-of-State	Out-of-State Lodging Group per diem rate before taxes	Variable Per Diem related expenses	E370
Lodging - Per Diem	Out-of-State Lodging per diem rate before taxes	Per Diem related expenses	E370
Lodging - Per Diem In-State	In-State Lodging per diem rate before taxes	Per Diem related expenses	E351
Lodging - Per Diem Out-of-State	Out-of-State Lodging per diem rate before taxes	Per Diem related expenses	E370
Meal with Meeting-FBA Required	Meal for a meeting which occurs during travel that is specifically f	Actual amount as entered	E263
Meals - Actual In-State	Requires Detailed Receipt and Must Be Under Per Diem	Actual amount as entered	E351
Meals - Actual Out-of-State	Requires Detailed Receipt and Must Be Under Per Diem	Actual amount as entered	E370
Meals - Group Per Diem In-State	In-State Group Per Diem Rate \$26/person	Unit times Rate Lookup	E351
Meals - Group Per Diem Out-of-State	Out-of-State Lodging/Subsistence	Unit times Rate Lookup	E370
Meals - Per Diem In-State	In-State Meals, Does Not Require Receipt	Per Diem related expenses	E351
Meals - Per Diem Out-of-State	Out-of-State Meals, Does Not Require Receipt	Per Diem related expenses	E370
Mileage	Mileage for Personal Vehicle Only	Unit times Rate Lookup	E353
Miscellaneous Travel Expenses	Baggage, Internet, Phone	Actual amount as entered	E354
Parking/Tolls/Ferry	Parking, Tolls, Ferry	Actual amount as entered	E354
Registration	Registration Fee/Abstract Fee for Conference or Event	Actual amount as entered	E193
Student Excursion	Student Activities	Actual amount as entered	E246
Taxable Reimbursement (over 60 days)	Taxable Reimbursement due to IRS Regulations	Actual amount as entered	E376
Travel Broker Fee	Travel Broker Fee - For Arranged International Travel	Actual amount as entered	E364