

New Travel and Hospitality Expense Codes

New travel and hospitality account codes have been created and are in effect as of July 1, 2011. They should be used to code all travel related transactions, whether invoices, procurement card transactions or interdepartment transfers.

The purpose of the changes in the travel codes is twofold. First, to capture the amounts of travel by type (air, hotel, etc.) to provide information for better management of travel expense. Secondly, to create a new pool for foreign travel funded by sponsored programs. This provides a better method for monitoring compliance with the Fly America Act.

In the hospitality area, like travel, we've added account codes to help provide more information for better management.

<u>Account</u>	<u>Status</u>	<u>Description</u>	<u>Comments</u>
7000	Active	Travel & Hospitality	Same pool code as before - range now only 7001 - 7079.
Standard Travel for Employees and Students:			
7001	Inactive	Employee Travel	Defunct. See now 7061 through 7071.
7005	Active	Travel - Non-Univ Personnel	For travel other than Personnel Interview or Honorarium.
7061	Active	Airfare	Now used for most employee and student travel. Expenditures are coded by type of travel expense. Other Commercial Transport, #7064, is for long distance travel other than air, bus or car. It might be used for train or boat, for instance. Airport shuttles and taxis should be coded to account #7069. Tolls, parking, etc. should be coded to account #7070. Don't forget - if traveling outside the USA, and funding is from a sponsored program (research grant), use the Foreign Travel pool account codes below!
7062	Active	Commercial Bus	
7063	Active	Car Rental	
7064	Active	Other Commercial Transport	
7065	Active	Mileage	
7066	Active	Lodging	
7067	Active	Meals/Per Diem	
7068	Active	Conference Fees	
7069	Active	Shuttle/Taxi	
7070	Active	Other Misc. Travel Expenses	
7071	Active	Gasoline	
7030	Active	Res. Asst. Meals	Meal allowance for resident assistants.
7031	Active	Personnel Interview	All costs related to interviewing job candidates.
7032	Active	Moving Expense	All costs related to relocating new employees.
7033	Active	Outdoor Adventure Trips	Used for trips by Student Wellness and Recreation.
Hospitality section:			
7040	Active	Hospitality-Tickets	Cost of providing complimentary athletic or cultural tickets.
7041	Active	Hospitality-Gen'l	Use this code to capture food, beverage and related supplies when not related to a large campus event. Not to be confused with business meals. See 7045.
7042	Active	Hospitality-Events	Used to capture any cost related to campus events - food, flowers, music, rentals, etc.
7044	Active	Zip Card Hospitality	
7045	Active	Business Meals	Business meals, and any related expenses, are meals attended by both University personnel and outsiders which have a clear business purpose. Entertaining of colleagues from other universities, donors, and other official visitors. Except for personnel interviews - use 7031.
7046	Active	Flowers/Gifts	These gifts are personal gifts - UA themed gifts to donors, retirement gifts, etc. Flowers are for flowers sent to individuals. Flowers for events should go to Hospitality-Events.
Accounts related to Hospitality:			
5818	Inactive	Flowers/Gifts	Flowers/Gifts have been moved to Hospitality. Use account 7046.
5823	Active	Spons of Non-Profit Event	Purchase of a table at an event, golf outing for charity, etc. Hopefully, only done with UA promotion in mind. Could also be used for support of or participation in some scholarly activity.
5824	Active	Donation	The donation code should only be used with student groups or our employee's own collections.

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Travel Codes for Athletic Teams and Recruiters:

7010	Active	Athletic Recruiting In-State	Athletics has their own stream of travel numbers. Recruiting activity will still be captured in 7010 and 7011 regardless of type of travel. All other team travel will be coded in 7020 - 7029. These separate codes are required for NCAA reporting. Individual travel by athletic staff members would use the standard travel codes, 706X.
7011	Active	Athletic Recruiting Out-State	
7020	Active	Athletic Team - Airfare	
7021	Active	Athletic Team - Bus	
7022	Active	Athletic Team - Meals	
7023	Active	Athletic Team - Car Rental	
7024	Active	Athletic Team - Other Trans	
7025	Active	Athletic Team - Mileage	
7026	Active	Athletic Team - Lodging	
7027	Active	Athletic Team - Shuttle/Taxi	
7028	Active	Athletic Team - Other	
7029	Active	Athletic Team - Gasoline	

7080	Active	Foreign Travel (Grants only)	New pool code for foreign travel.
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7081	Active	Foreign Airfare	Used ONLY for foreign travel funded by a sponsored program. This includes both employees and non-employees. Non-employees can use code 7091.
7082	Active	Foreign Commercial Bus	
7083	Active	Foreign Car Rental	
7084	Active	Foreign Other Comm Transport	
7085	Active	Foreign Mileage	
7086	Active	Foreign Lodging	
7087	Active	Foreign Meals/Per Diem	
7088	Active	Foreign Conference Fees	
7089	Active	Foreign Shuttle/Taxi	
7090	Active	Foreign Other Misc Travel Exp	
7091	Active	Foreign Travel Non-Univ Persnl	
7092	Active	Foreign Gasoline	