

Travel Related Account Codes

Description	Expense Codes			
Account Code	Emp. In State	Emp. Out of State	Foreign*	Non Emp.
Airfare	E352	E374	E355	E391
Gas for Rental	E373	E373	E373	E373
Ground Transportation	E381	E381	E381	E381
Per Diem Lodging & Meals	E351	E370	E383	E358
Meals, Day Trip (Taxable)	E375	E375	E375	E358
Mileage (Personal Vehicle)	E353	E353	E353	E353
Miscellaneous	E354	E354	E382	E358
Registration	E193	E193	E193	E358
Student Excursion	E246	E246	E246	E246
Taxable Reimbursement (Over 60 Days)	E376	E376	E376	E358
Travel Fee Paid To Vendor	E364	E364	E364	E364

PLEASE NOTE: Foreign transaction fees, booking/agent fees: use the same code as the expense type they're associated with.

*Employee & Non-Employee

<u>Other Account Codes</u>		<u>Meal Per Diem Rates</u>					
Honorarium	E211	Breakfast (8 AM) 24%	\$ 14	\$ 15	\$ 17	\$ 18	\$ 19
Interview Expense	E356	Lunch (12 PM) 28%	\$ 17	\$ 18	\$ 19	\$ 20	\$ 22
Education & Training Fees	E191	Dinner (6 PM) 48%	\$ 28	\$ 31	\$ 33	\$ 36	\$ 38
Membership	E192	Total Meals per Diem	\$ 59	\$ 64	\$ 69	\$ 74	\$ 79
Meals w/Meetings, FBA Required	E263	2023 Mileage Rate: \$0.655 per mile					
Meals paid w/Attendee Fees	E287						

Miscellaneous Expense Examples:

Parking, Ferry, Baggage, Internet, Phone
 Visa for Foreign Travel, ATM Withdrawl Fee

Ground Transportation Examples:

Taxi, Lyft, Uber, Train, Rental Car, Public Transport

[WWU Travel Services Resources](#) Updated March 2023