### Travel Related Account Codes

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

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

#### Other Account Codes

- Honorarium: E211
- Interview Expense: E356
- Education & Training Fees: E191
- Membership: E192
- Meals w/Meetings, FBA Required: E263
- Meals paid w/Attendee Fees: E287

#### Meal Per Diem Rates

<table>
<thead>
<tr>
<th>Time</th>
<th>2023 Rates</th>
<th>2024 Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (8 AM) 24%</td>
<td>$14</td>
<td>$15</td>
</tr>
<tr>
<td>Lunch (12 PM) 28%</td>
<td>$17</td>
<td>$18</td>
</tr>
<tr>
<td>Dinner (6 PM) 48%</td>
<td>$28</td>
<td>$31</td>
</tr>
<tr>
<td>Total Meals per Diem</td>
<td>$59</td>
<td>$64</td>
</tr>
</tbody>
</table>

2023 Mileage Rate: $0.655 per mile

#### Miscellaneous Expense Examples:
- Parking, Ferry, Baggage, Internet, Phone
- Visa for Foreign Travel, ATM Withdrawal Fee

#### Ground Transportation Examples:
- Taxi, Lyft, Uber, Train, Rental Car, Public Transport

[WWU Travel Services Resources]  Updated March 2023