|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: For foreign transaction fees, booking/agent fees,

use the same code as the expense type they're associated with.

\*Employee & Non-Employee

|  |  |  |
| --- | --- | --- |
| [*Other Account Codes*](https://wp.wwu.edu/acctsrvcs/2016/05/03/expense-codes/) | | [*Meal Per Diem Rates*](https://business-services.wwu.edu/travel-services/meal-lodging-per-diem) |
| Honorarium | E211 |  |
| Interview Expense | E356 |
| Education & Training Fees | E191 |
| Membership | E192 |
| Meals w/Meetings, FBA Required | E263 |  |
| Meals paid w/Attendee Fees | E287 | *2024 Mileage Rate: $0.67 per mile* |

|  |  |
| --- | --- |
| *Miscellaneous Expense Examples:* | *Ground Transportation Examples:* |
| Parking, Ferry, Baggage, Internet, Phone | Taxi, Lyft, Uber, Train, Rental Car, Public Transport |
| Visa for Foreign Travel, ATM Withdrawal Fee | [WWU Travel Services Resources](https://business-services.wwu.edu/travel-services/travel-updates) *Updated January 2024* |