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 are associated with.

*Employee & Non-Employee

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					
Breakfast (8 AM) 26%	$17	$19	$20	$22	$24
Lunch (12 PM) 29%	$20	$22	$24	$25	$27
Dinner (6 PM) 45%	$31	$33	$36	$39	$41
Daily Total Meals	**$68**	**$74**	**$80**	**$86**	**$92**

2025 Mileage Rate: $0.70 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 February 2025*