

**CEHS Commonly Used G/L Expenditure Codes
Updated November, 2013**

Travel GL's

541110	Lodging	Lodging accommodations incurred while traveling on University business.
541120	Meals	Meals incurred while traveling on University business
541150	Board and Lodging	Board and Lodging
541200	Commercial Fares	Travel by other than University equipment such as aircraft, rail, bus taxicab and automobile rental.
541201	Commercial Fares— Designated Agent	Commercial fares purchased with the University corporate credit card from a contractually designated travel agency.
541300	University/State Fares	Travel by motor vehicle and aircraft provided by University transportation services and other State agencies.
541400	Mileage Allowance	Reimbursement to University faculty/staff for use of their own personal automotive, aircraft or other vehicle while traveling on University business. Includes mileage claims in amount of equivalent airfare.
541500	Miscellaneous Travel Expense	Any other reimbursable and incidental travel expenses associated with travel, such as toll fees and parking.
541600	Travel-Phone Expense	Phone calls while traveling on official Univ business.
541700	Travel-Conference Expense	Registration fees held at out-of town sites.
541800	Travel-Vehicle Rental	Vehicle rental while traveling on official Univ business.
541810	Travel-Gasoline	Gasoline purchases while traveling on official University business.
541900	Taxable Meals in Excess of IRS Allowance	Reimbursement for meal cost, in excess of the IRS Standard Meal Allowance Rate, which is not itemized or supported by receipts. Such reimbursements are considered taxable income by the IRS.
541901	Taxable Meals One Day Travel	Reimbursement for meal cost incurred on single day travel, with no over-night stay. Such reimbursements are considered taxable income by the IRS.
541902	Official Function Expenses	Costs associated with official functions held by the University.
544000	Planned Travel – Foreign	Budget for travel - foreign. Restricted for budget/plan purposes only.
544110	Lodging - Foreign	Lodging costs incurred while traveling on University business outside the United States.
544120	Meals – Foreign	Meals incurred while traveling on University business outside the United States.
544200	Commercial Fares – Foreign	Travel outside the United States by other than University equipment such as aircraft, rail, bus, taxicab and automobile rental.
544300	University/State Fares – Foreign	Charges made by University operated auto pools for use of University owned vehicles for official business outside the United States.
544400	Mileage Allowance – Foreign	Travel reimbursement to personnel for use of their own personal automotive, aircraft or other vehicle while traveling on University business outside of the United States.

544500	Miscellaneous Travel Expense – Foreign	Any other reimbursable and incidental travel expenses associated with travel, such as toll fees and parking for travel outside the United States.
544600	Travel – Phone Expense – Foreign	Phone calls made while traveling on official University business outside of the United States.
544700	Travel – Conference Expense – Foreign	Registration fees held at sites held outside of the United States.
544800	Travel – Vehicle Rental – Foreign	Vehicle rental while traveling on official University business outside of the United States.
544810	Travel – Gasoline – Foreign	Gasoline purchases while traveling on official University business outside of the United States.