

EXPENDITURE OBJECT CODES – Travel

TRAVEL includes expenditures to pay for travel expenses.

2000 Travel (Budget Only)

- 2101 Encumbered Travel Advances: Outstanding travel advances issued to employees, via APS check.
- 2102 Encumbered Travel Expenditures: Encumbered travel by employees, no advance issued.
- 2103 Encumbered Travel Advances: Outstanding travel advances issued to employees, via direct deposit.

Louisiana to attend conferences, seminars, ~~conventions~~, schools, training courses, etc.

- 2141 Mileage Expense: Mileage reimbursed to employees for use of their personal vehicle; used for ~~BOTH~~ ~~state~~ and out-of-state travel.
- 2160 In-State Travel- Field: Travel expenses incurred by employees for routine travel or fieldwork within Louisiana. (Note that object 2120 should be used for ~~istate~~ administrative travel, and that object 2140 is to be used for in state travel to conferences and conventions.)
- 2170 Travel- Interviewees Travel expenses incurred by individuals being interviewed by the University; used for interviewees coming from ~~BOTH~~ ~~istate~~ and ~~outof~~-state.
- 2179 Travel- Interviewees- Student Travel expenses incurred by superior students being interviewed by the University; used for interviewees coming from ~~BOTH~~ ~~istate~~ and ~~outof~~-state.
- 2180 In-State Travel- BoardMembers Travel expenses incurred by Board Members for travel within ~~Liana~~; but not including per diem payments.
- 2220 Out-of-State Travel- Administrative Travel expenses incurred by employees for travel outside of ~~Louisiana~~ for administrative purposes. (Not include conference and convention expense ~~object~~ 2240.)
- 2240 Out-of-State Travel- ConferencesandConventions Travel expenses incurred by employees for travel outside of Louisiana to attend conferences, seminars, ~~conventions~~, schools, training courses, etc.
- 2260 Out-of-State Travel- Field: Travel expenses incurred by employees for routine travel or fieldwork outside of Louisiana. (Note that object 2220 should be used for ~~out~~-state administrative travel, and that object 2240 is to be used for ~~outof~~-state travel to conferences and conventions.)
- 2280 Out-of-State Travel- BoardMembers Travel expenses incurred by Board Members for travel outside of Louisiana; but not including per diem payments.
- 2320 ForeignTravel All expenses incurred for travel outside the 50 United States, District of ~~Columbia~~, Puerto Rico, and the Virgin Islands.
- 2321 Foreign Travel -Athletic Recruiting All expenses incurred for travel outside the 50 United States, District of Columbia, Puerto Rico, and the Virgin Islands for Athletic recruiting.
- 2400 Rentalsand Leases of Automobilesand Trucksfor Travel Commercial rentals and leases of automobiles and trucks used by employees for travel within the 50 United States, District of Columbia, Puerto Rico, and the Virgin Islands. Includes fuel, oil, insurance and other necessary expenses.

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- 2945 Out-of-State Travel – Athletic Teams – Transportation Charters: Charter of busses and aircraft for out-of-state team travel.
- 2960 Out-of-State Travel – Recruitment Charters: Charter of transportation for out-of-state recruiting purposes.
- 2961 Out-of-State Travel – Athletic Administration – Transportation Charters: Charter of busses and aircraft for out-of-state administrative travel.