

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.
- 2120 In-State Travel - Administrative: Travel expenses incurred by employees for travel within Louisiana for administrative purposes. (Not to include conference and convention expenses--use object 2140.)
- 2121 Single Day Travel Meal Reimbursement: Single day meal expenses reimbursed to employees.
- 2140 In-State Travel - Conferences and Conventions: Travel expenses incurred by employees for travel within 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 in-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 in-state 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 in-state and out-of-state.
- 2179 Travel - Interviewees - Student: Travel expenses incurred by superior students being interviewed by the University; used for interviewees coming from BOTH in-state and out-of-state.
- 2180 In-State Travel - Board Members: Travel expenses incurred by Board Members for travel within Louisiana; 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 to include conference and convention expenses--use object 2240.)
- 2240 Out-of-State Travel - Conferences and Conventions: 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-of-state administrative travel, and that object 2240 is to be used for out-of-state travel to conferences and conventions.)
- 2280 Out-of-State Travel - Board Members: Travel expenses incurred by Board Members for travel outside of Louisiana; but not including per diem payments.
- 2320 Foreign Travel: 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 Rentals and Leases of Automobiles and Trucks for 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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- 2410 Rentals and Leases of Automobiles, Trucks and Boats for Foreign Travel: Commercial rentals and leases of automobiles, trucks, and boats used by employees for travel outside of the 50 United States, District of Columbia, Puerto Rico, and the Virgin Islands. Includes fuel, oil, insurance and other necessary expenses.
- 2530 Employee Car Allowance: Foundation approved car allowance for University business use only.
- 2799 Agent Fee: Agent fee charged on CBA account

Athletic Department Travel (for use by Athletic Department only)

- 2800 Athletic Holiday Meals/Lodging: Meal and lodging expenses for athletes required to be in Baton Rouge for practice during University holidays when school facilities are closed.
- 2810 In-State Travel - Athletic Administration: In-state travel expenses incurred by Athletic Department Administrators; includes lodging, meals, airfare, registration fees, coaches packets, etc.
- 2811 Mileage – Athletic Administration – Mileage reimbursement for Athletic Administration travel (conferences, etc.).
- 2820 In-State Travel – Athletic Recruiting: In-state staff travel expenses incurred by Athletic Department personnel for the purpose of recruiting; includes lodging, meals, airfare, registration fees, coaches packets, etc.
- 2821 Mileage – Athletic Recruiting – Mileage reimbursement for Athletic Recruiting travel.
- 2830 In-State Travel – Athletic Prospect: In-state travel expenses incurred by prospect athletes who are visiting the University.
- 2831 Mileage – Athletic Prospect – Mileage reimbursement for Athletic Prospect travel.
- 2840 In-State-Travel - Athletic Teams: In-state travel expenses, excluding charter transportation (see object code 2845), incurred by Athletic Teams in competition status; includes non-charter commercial airfare, lodging, meals, snacks, entry fees, incidentals, etc.
- 2841 Mileage – Athletic Teams – Mileage reimbursement for Athletic Teams travel.
- 2845 In-State Travel – Athletic Teams – Transportation Charters: Charter of busses and aircraft for in-state team travel.
- 2860 In-State Travel – Recruitment Charters: Charter of transportation for in-state recruiting purposes.
- 2861 In-State Travel – Athletic Administration – Transportation Charters: Charter of busses and aircraft for in-state administrative travel.
- 2910 Out-of-State Travel - Athletic Administration: Out-of-state travel expenses incurred by Athletic Department Administrators; includes lodging, meals, airfare, registration fees, coaches packets, etc.
- 2920 Out-of-State Travel – Athletic Recruiting: Out-of-state staff travel expenses incurred by Athletic Department personnel for the purpose of recruiting; includes lodging, meals, airfare, registration fees, coaches packets, etc.
- 2930 Out-of-State Travel – Athletic Prospect: Out-of-state travel expenses incurred by prospect athletes who are visiting the University.
- 2940 Out-of-State-Travel - Athletic Teams: Out-of-state travel expenses, excluding charter transportation (see object code 2945), incurred by Athletic Teams in competition status; includes non-charter commercial airfare, lodging, meals, snacks, entry fees, incidentals, etc.

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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.