

## Travel Codes

3/30/2006

Includes transportation, meals, lodging, and related expenses reimbursed or paid by the institution for personnel in travel status. Each of the categories listed below are further classified as in-state, out-of-state, and out-of country travel as noted by the three account codes associated with each category.

### **73110 Individual In-State-Faculty**

Travel within the state of Tennessee by faculty for the proper execution of University business or the pursuit of educational and research objectives. Included are meal allowances, tickets for commercial carriers, taxi fares, motel and hotel accommodations, and rental charges for vehicles used in travel.

### **73115 Individual In-State--AdministrativeClassified**

Travel within the state of Tennessee by administrative employees, individual students, or participants in institutional activities necessary for the proper execution of University business. Included are meal allowances, tickets for commercial carriers, taxi fares, motel and hotel accommodations, and rental charges for vehicles used in travel.

### **73210 Individual Out-of-State--Faculty**

Same as 73110 except includes travel out of Tennessee and within the United States.

### **73215 Individual Out-of-State—AdministrativeClassified**

Same as 73115 except includes travel out of Tennessee and within the United States.

### **73250 Individual Out-of-Country—Faculty**

Same as 73110 except the travel destination is outside the United States.

### **73255 Individual Out-of-Country--AdministrativeClassified**

Same as 73115 except the travel destination is outside the United States.

### **73310 GroupTeam Travel In-State**

Includes travel expenses for athletic teams, bands, debate teams, and similar groups when traveling together within the state of Tennessee.

### **73410 GroupTeam Travel Out-of-State**

Same as above except includes travel out of Tennessee and within the United States.

### **73450 GroupTeam Travel Out-of-Country**

Same as above except the travel destination is outside the United States.

### **73510 Visitor In-State**

Travel expenses for visitors or guests of the University who are not traveling as a result of being an employee, student, or participant under a grant or contract for the University. Includes prospective employees. The visitor or guest's address is within the state of Tennessee.

### **73610 Visitor Out-of-State**

Same as above except the visitor's or guest's home address is outside the state of Tennessee but within the United States.

### **73650 Visitor Out-of-Country**

Same as above except the visitor's or guest's home address is outside the United States.

### **73750 In-State Moving Expense**

Includes the actual cost of moving household goods and personal effects, travel expenses directly associated with the movement of household goods and effects, and temporary storage of goods and effects for new employees moving within the state of Tennessee.

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### **73760 Out-of-State Moving Expense**

Includes the actual cost of moving household goods and personal effects, travel expenses directly associated with the movement of household goods and effects, and temporary storage of goods and effects for new employees moving from outside the state of Tennessee.

### **73800 In-State Recruiting Expenses**

Travel and entertainment expenses for prospective athletic scholarship recipients whose home address is within the state of Tennessee.

### **73810 Out-of-State Recruiting Expenses**

Same as 73800 except the recipient's home address is outside the state of Tennessee but within the United States.

### **73850 Out-of-Country Recruiting Expenses**

Same as 73800 except the recipient's home address is outside the United States.