

# TRAVEL REIMBURSEMENT PROCEDURE: EXPENSE CODES

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*Related Board of Trustees Policy: BP 5.1*

*Approval: May 2012*

*Revision:*

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The following expense codes should be used when completing the "Travel Reimbursement" form.

## **Travel Expense Codes**

Expense Code	In-State	Out-of-State	Out-of-Country	Board/Nonemployee
Transportation				
Ground	531110	531210	531310	531410
Air	531120	531220	531320	531410
Other (baggage handling tips & phone calls)	531130	531230	531330	531410
Subsistence				
Lodging	531140	531240	531340	531420
Meals	531150	531250	531350	531420
Other				
Other Travel Expense	531190	531290	531390	531240
Registration	531500	531500	531500	531500

Please consult the Accounting Procedures Manual--Section 5--for complete details, instructions, and state policies regarding travel at:

[http://www.nccommunitycolleges.edu/Business\\_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012\\_04\\_17\\_SEC5\\_latest%20published.pdf](http://www.nccommunitycolleges.edu/Business_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012_04_17_SEC5_latest%20published.pdf)

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