

## Travel Budget Codes

### In-State Travel:

5810 – Business Travel: to attend meetings, etc.

5815 – Teaching Mileage: for instructors requesting mileage for teaching assignment

5818 – Student Field Trips/Team Travel

### Out-of-State Travel:

5820 – Business Travel: to attend meetings, etc.

5828 – Student Field Trips/Team Travel

### Recruiting & Scouting:

5819

### Tournament Travel:

5825

### Local Seminar Registration Fee:

5433 – Local Seminars/Workshops where no travel or M&IE are involved, but only a registration fee is charged; for example, a seminar held on main campus and the traveler's post of duty is main campus. These should be processed on a Requisition rather than a Travel Request.