

Travel Account Codes

Trip Purpose: The Trip Purpose field in the Header is one determinant for the account code assigned to employee travel. This table provides descriptions for each Trip Purpose and the corresponding account code. All trips fit within one of the available options.

Trip Purpose	Acct Code	Description
Administrative Activities	2x21	Use this for administrative activities (related to the running of the unit, department, project, or program) for UA or UA programs or projects involving research, instruction, public service, or other institutional activities. EXAMPLE: You are a Systems Office employee traveling to Anchorage to

		EXAMPLE: You are traveling to high schools in the Salem, OR area to encourage students to enroll at UA.
Research/Program Activities	2x25	Use this for travel that involves research or program activity including meetings, fieldwork, maintenance/repairs, and attending workshops, conferences, and seminars to present research or provide information about the project. Work related to job duties falls under this purpose. EXAMPLE 1: You are traveling to a remote field site to collect samples for a research project. EXAMPLE 2: You work for Facilities and must repair a boiler in Bethel. EXAMPLE 3: You are a cooperative extension agent giving a canning workshop to residents.
Student Travel	2x70	Use this for non-employee students traveling for the purpose of instruction including workshops, internships, student teaching, conferences, non-athletic competitions, and seminars. EXAMPLE: You are a student in the math program traveling to a scholastic math competition.
Other	2x21	Use this only if expenses do not fall under travel. Specifically, when the travel card is used by mistake for a non-travel expense.

Trip Type: The Trip Type field in the Header is another determinant for the account code assigned to employee and non-employee travel. “Alaska” and “US States & Territories” start the travel account code with 21xx. “International” starts the travel account code with 23xx.

Traveler Type: The Traveler Type field in the Header is also a determinant for the account code assigned to non-employee travel. “Student” assigns 2x70 and “Non-UA Affiliate/Volunteer” assigns 3009. In most cases, this overrides the Trip Purpose account code.

Trip Description: The Trip Description should provide a clear, concise detailed description of the trip that supports a reasonable understanding of the business conducted. The business purpose of a trip may be obvious to the traveler, but not to a third-party reviewer.

For example, “Research for project,” “conducting fieldwork,” “conference,” or “meeting” are too broad. Instead, the description should include the work that will be completed and why it needs to be completed, e.g. “Collecting methane samples from thermokarst lakes,” “Interviewing school district for nutrition survey data collection,” “Attending annual ICCA Conference,” or “Presenting at AGU meeting.”