

## Travel General Ledger (GL) Number Matrix

Trip Type (Schema)	Traveler Type Includes: Current Employee; Current Student; Prospective Student (Non Athletics); Prospective Student Athlete/Parent; Contractor; Consultant; Guest Speaker; Visiting Guest	General Ledger Number	General Ledger Number Description
In State Travel	Current Employees, Current Students, and Prospective Students (Non Athletics)	710100	Airfare, Car Rental, Bus, Shuttle, Taxi/Ride Shares
		710200	Mileage - Personal Vehicle
		710500	Incidental Expenses - Baggage Fees, Gas, Parking, Tolls
		710600	Meals, Lodging, & Lodging Tax
		710900	Excess lodging - Room Rate Exceeds GSA Allowable Rates
In State Travel	Grant Participants - All Traveler Types	710101	All Expenses if Trip location originates or concludes in Texas
Out of State Travel	Current Employees, Current Students, and Prospective Students (Non Athletics)	711100	Airfare, Car Rental, Bus, Shuttle, Taxi/Ride Shares
		711200	Mileage - Personal Vehicle
		711500	Incidental Expenses - Baggage Fees, Gas, Parking, Tolls
		711600	Meals, Lodging, & Lodging Tax
		711900	Excess lodging - Room Rate Exceeds GSA Allowable Rates
Out of State Travel	Grant Participants - All Traveler Types	711101	All Expenses if Trip location originates or concludes outside of Texas
In State Travel	Prospective Employees	713100	All Expenses if Trip location originates or concludes in Texas
Out of State Travel	Prospective Employees	713101	All Expenses if Trip location originates or concludes outside of Texas
In State Travel	Athletic Recruits and/or Parents	719800	All Expenses if Trip location originates or concludes in Texas
Out of State Travel	Athletic Recruits and/or Parents	719800	All Expenses if Trip location originates or concludes outside of Texas
In State Travel	Contractors, Consultants, Guest Speakers, and Visiting Guests	725100	All Expenses if Trip location originates or concludes in Texas
Out of State Travel	Contractors, Consultants, Guest Speakers, and Visiting Guests	725100	All Expenses if Trip location originates or concludes outside of Texas
Foreign Travel	All Traveler Types - Except Grant Participants	712100	All Expenses if Trip location originates or concludes outside the US
Foreign Travel	All Traveler Types - Grant Participants	712101	All Expenses if Trip location originates or concludes outside the US
All Travel	All Traveler Types	720300	Registration / Conference Fees
All Travel	All Traveler Types	720100	Membership Dues - Only if necessary to register for conference
All Travel	All Traveler Types	721000	Athletic / Debate Team Entry Fees
All Travel	All Traveler Types	731600	Food / Business Meals
All Travel	All Traveler Types	740600	A/V Rental
All Travel	All Traveler Types	747000	Rental of Space