

TRAVEL IN-STATE – PUBLIC TRANSPORTATION FARES

Expenditure Code 7101

Purpose To record the payment of public transportation fare costs incurred during in-state travel by state employees, board or commission members and elected/appointed officials on state business. Includes payments made directly to public transportation companies or credit card issuers by state agencies for transportation expenses of its employees, officials and board members. Public transportation fares include:

- Commercial air
- Railroad
- Bus
- Car rental
- Taxi
- Limousine
- Boat
- Subway
- Bicycle or other mode of mass transit.

Note This code does **NOT** include out-of-state public transportation fares (7111).

Object Group 10

TRAVEL IN-STATE – MILEAGE

Expenditure Code 7102

Purpose To record the payment of mileage incurred while using personally owned or leased motor vehicles in-state by state employees, board or commission members and other officials on state business.

Note This code does **NOT** include out-of-state mileage or the use of personally owned or leased aircraft. (See Comptroller Object Codes 7112, 7122, 7123, 7124, 7125, 7126, 7127 and 7445.)

Object Group 10

TRAVEL – PER DIEM, NON-OVERNIGHT TRAVEL – LEGISLATURE

Expenditure Code 7103

Purpose To record the payment of per diem paid in lieu of actual expenses for meals during non-overnight travel. This code includes the flat per diem paid in lieu of actual expenses for meal and incidental expenses to members of the Legislature.

Note This code does **NOT** include:

- Per diem, overnight travel (including the per diem in lieu of actual expenses for meals, lodging and incidental expenses paid to members of the Legislature) (7113)
- Compensatory or salary per diem (7025)
- Non-overnight travel (meals), in-state (7107)
- Non-overnight travel (meals), out-of-state (7117)
- Actual expense meals – non-overnight travel, in-state (7108)
- Actual expense meals – non-overnight travel, out-of-state (7118)

RESTRICTED: This code may be used only by the **Senate, Agency 101**, and the **House of Representatives, Agency 102**.

Object Group 41

Revised 9-1-05

**TRAVEL IN-STATE – ACTUAL MEAL AND LODGING EXPENSES –
OVERNIGHT TRAVEL**

Expenditure Code 7104

Purpose To record the payment of actual expenses authorized for a judicial officer, chief administrator of a state agency, the Secretary of the Senate, members of the Legislature and other authorized employees traveling overnight.

This code includes payments for actual meal and lodging expenses only.

Note This code does **NOT** include:

- Actual meal and lodging expenses – overnight travel, out-of-state (7114)
- Per diem, overnight travel (including the per diem in lieu of actual expenses for meal, lodging and incidental expenses paid to members of the legislature) (7113)
- Compensatory or salary per diem (7025)
- Board or commission member meal and lodging expenses, in-state (7110)
- Meals and lodging, in-state (7106)

Object Group 10

Revised 9-1-05

TRAVEL IN-STATE – INCIDENTAL EXPENSES

Expenditure Code 7105

Purpose To record the payment of local (city, county, municipal) hotel taxes and other expenses for which payment is authorized while engaged in in-state travel on official business.

Other expenses may include:

- Telephone calls
- Parking
- Cashier's check or money order fees (field personnel making tax or fee collections)
- Toll charges and gasoline purchases for state owned or rented vehicles
- Local hotel occupancy and similar taxes that a state employee is not exempt from paying.

Note This code does **NOT** include:

- Out-of-state incidental expenses (7115)
- Travel in-state state hotel occupancy tax outside Galveston, Port Aransas and South Padre Island (7135)
- Travel in-state state hotel occupancy tax inside Galveston (7136)
- Travel in-state state hotel occupancy tax inside South Padre Island city limits (7137)
- Travel in-state state hotel occupancy tax inside Port Aransas city limits (7138)

Object Group 10

Revised 9-1-93

TRAVEL IN-STATE – MEALS AND LODGING

Expenditure Code 7106

Purpose To record the payment of in-state meal and lodging expenses incurred by state employees not to exceed the rates established by the Texas Legislature in the General Appropriations Act.

Note This code does **NOT** include:

- Non-overnight travel (meals), in-state (7107)
- Meals and lodging, out-of-state (7116)
- Actual meal and lodging expenses – overnight travel, in-state (7104)
- Board or commission member meal and lodging expenses, in-state (7110)
- Actual expense meals – non-overnight travel, in-state (7108)

Object Group 10
Revised 9-1-05

TRAVEL IN-STATE – NON-OVERNIGHT TRAVEL (MEALS)

Expenditure Code 7107

Purpose To record the payment of in-state non-overnight travel (meals) not to exceed the rate established by the Texas Legislature in the General Appropriations Act.

Note This code does **NOT** include:

- Non-overnight travel (meals) out-of-state (7117)
- Actual meal and lodging expenses – overnight travel, in-state (7104)
- Meals and lodging, in-state (7106)
- Actual expense meals – non-overnight travel, in-state (7108)
- Board or commission member meal and lodging expenses, in-state (7110)

Object Group 41
Revised 9-1-05

TRAVEL IN-STATE – ACTUAL EXPENSE MEALS – NON OVERNIGHT TRAVEL

Expenditure Code 7108

Purpose To record the payment of actual expense meals incurred during non-overnight travel, in-state, authorized for a judicial officer, chief administrator of a state agency, the Secretary of the Senate, a legislator and other authorized employees.

Note This code does **NOT** include:

- Actual expense meals – non-overnight travel, out-of-state (7118)
- Actual meal and lodging expenses – overnight travel, in-state (7104)
- Board or commission member meal and lodging expenses, in-state (7110)
- Compensatory or salary per diem (7025)
- Per diem – non-overnight travel (including the per diem in lieu of actual expenses for meal and incidental expenses paid to members of the legislature) (7103)
- Meals and lodging, in-state (7106)
- Non-overnight travel (meals), in-state (7107)

Object Group 41
Revised 9-1-05

TRAVEL IN-STATE – BOARD OR COMMISSION MEMBER MEAL AND LODGING EXPENSES

Expenditure Code 7110

Purpose To record the payment of meal and lodging expenses, including non-overnight travel (meals), authorized for a board or commission member during in-state travel.

Note This codes does **NOT** include:

- Board or commission member meal and lodging expenses, out-of-state (7130)
- Compensatory or salary per diem to a board or commission member (7025)
- Meals and lodging, in-state (7106)
- Actual expense meals – non-overnight travel, in-state (7108)
- Actual meal and lodging expenses – overnight travel, in-state (7104)

Object Group 41
Issued 9-1-05

TRAVEL OUT-OF-STATE – PUBLIC TRANSPORTATION FARES

Expenditure Code 7111

Purpose To record the payment of public transportation fare costs incurred during out-of-state travel by state employees, board or commission members, other officials for out-of-state travel on state business. Travel in the United States (except Texas), Mexico, U.S. possessions and Canada is considered out-of-state. Includes payments made to public transportation companies or credit card issuers by agencies for transportation expenses of employees, officials and board or commission members. Public transportation fares include:

- Commercial air
- Railroad
- Bus
- Car rental
- Taxi
- Limousine
- Boat
- Subway
- Bicycle or other mode of mass transit

Note This code does **NOT** include in-state public transportation fares (7101).

Object Group 10

TRAVEL OUT-OF-STATE – MILEAGE

Expenditure Code 7112

Purpose To record the payment of mileage while using personally owned/leased motor vehicles out-of-state by state employees, board or commission members, or other officials on state business. Travel in the United States (except Texas), U.S. possessions, Mexico, or Canada is considered out-of-state travel.

Note This code does **NOT** include payment of in-state mileage for personally owned or leased motor vehicles (7102), or mileage related to aircraft (7122, 7123, 7124, 7125, 7126, 7127, 7445).

Object Group 10

TRAVEL – PER DIEM, OVERNIGHT TRAVEL – LEGISLATURE

Expenditure Code 7113

Purpose To record the payment of per diem for meals/lodging during overnight travel in lieu of actual expenses. Includes flat per diem paid in lieu of actual expenses for meal, lodging and incidental expenses to members of the Legislature.

Note This code does **NOT** include:

- Compensatory or salary per diem (7025)
- Per diem, non-overnight travel (including the per diem in lieu of actual expenses for meal and incidental expenses paid to members of the legislature) (7103)
- Actual meal and lodging expenses – overnight travel, in-state (7104)
- Actual meal and lodging expenses – overnight travel, out-of-state (7114)
- Board or commission member meal and lodging expenses, in-state (7110)
- Board or commission member meal and lodging expenses, out-of-state (7130)

RESTRICTED: This code may be used only by the **Senate, Agency 101, and the House of Representatives, Agency 102.**

Object Group 10

Revised 9-1-05

**TRAVEL OUT-OF-STATE – ACTUAL MEAL AND LODGING EXPENSES,
OVERNIGHT TRAVEL**

Expenditure Code 7114

Purpose To record the payment of actual meal and lodging expenses incurred by a judicial officer, chief administrator of a state agency, Secretary of the Senate, members of the Legislature and other authorized employees traveling overnight and out of state.

This code includes payments for actual meal and lodging expenses only.

Note This code does **NOT** include:

- Actual meal and lodging expenses – overnight travel, in-state (7104)
- Compensatory or salary per diem (7025)
- Per diem, overnight travel (including the per diem in lieu of actual expenses for meal, lodging and incidental expenses paid to members of the legislature) (7113)
- Meals and lodging, out-of-state (7116)
- Board or commission member meal and lodging expenses, out-of-state (7130)

Object Group 10

Revised 9-1-05

TRAVEL OUT-OF-STATE – INCIDENTAL EXPENSES

Expenditure Code 7115

Purpose To record the payment of other expenses for which payment is authorized while engaged in out-of-state travel on official business.

Other expenses may include:

- Telephone calls
- Parking
- Cashier's check or money order fees (field personnel making tax or fee collections)
- Toll charges and gasoline purchases for state owned or rented vehicles
- Hotel occupancy and similar taxes paid outside of Texas

Travel within the United States (except Texas), U.S. possessions, Mexico and Canada is considered out-of-state travel.

Note This code does **NOT** include:

- In-state incidental expenses (7105)
- Texas state hotel occupancy taxes (7135-7138)

Object Group 10

Revised 9-1-93

**TRAVEL OUT-OF-STATE – MEALS AND LODGING NOT TO EXCEED THE
LOCALITY-BASED ALLOWANCE**

Expenditure Code 7116

Purpose To record the payment of locality-based allowance for meals/lodging paid to state employees traveling to out-of-state localities. Generally, meals and lodging expenses may not exceed the locality based allowances established by the U.S. General Services Administration.

Note This code does **NOT** include:

- Meals and lodging, in-state (7106)
- Non-overnight travel (meals), out-of-state (7117)
- Actual meal and lodging expenses – overnight travel, out-of-state (7114)
- Board or commission member meal and lodging expenses, out-of-state (7130)

Object Group 10

Revised 9-1-05

TRAVEL OUT-OF-STATE – NON-OVERNIGHT TRAVEL (MEALS)

Expenditure Code 7117

Purpose To record the payment of out-of-state non-overnight travel (meals) not to exceed the rates which are restricted by the Texas Legislature in Article IX of the General Appropriations Act.

Note This code does **NOT** include:

- Non-overnight travel (meals), in-state (7107)
- Compensatory or salary per diem (7025)
- Per diem, non-overnight travel (including the per diem in lieu of actual expenses for meal and incidental expenses paid to members of the legislature) (7103)
- Meals and lodging, out-of-state (7116)
- Actual expense meals – non-overnight travel, out-of-state (7118)
- Board or commission member meal and lodging expenses, out-of-state (7130)

Object Group 41

Revised 9-1-05

TRAVEL OUT-OF-STATE – ACTUAL EXPENSE MEALS – NON-OVERNIGHT TRAVEL

Expenditure Code 7118

Purpose To record payment of the actual expense of meals incurred during out-of-state non-overnight travel, authorized for a judicial officer, chief administrator of a state agency, Secretary of the Senate, legislator and other authorized employees. Actual meal and lodging expenses may not exceed two times the rate allowed for state employees.

Note This code does **NOT** include:

- Actual expense meals – non-overnight travel, in-state (7108)
- Non-overnight travel (meals), out-of-state (7117)
- Compensatory or salary per diem (7025)
- Per diem, non-overnight travel (including the per diem in lieu of actual expenses for meal and incidental expenses paid to members of the legislature) (7103)
- Actual meal and lodging expenses, out-of-state (7114)
- Board or commission member meal and lodging expenses, out-of-state (7130)

Object Group 41

Revised 9-1-05

TRAVEL – FOREIGN

Expenditure Code 7121

Purpose To record the payment of foreign travel claims. For the purpose of this code, foreign travel is defined as traveling to countries other than the United States, U.S. possessions, Mexico and Canada. All travel expenses related to a foreign travel event are to be recorded under this code.

Note This code does not include travel to U.S. possessions, Mexico or Canada. Please refer to comptroller object codes relating to “out-of-state” travel for expenditures made in these locations.

Object Group 10

Revised 9-1-05

TRAVEL IN-STATE – SINGLE ENGINE AIRCRAFT MILEAGE

Expenditure Code 7122

Purpose To record the payment of mileage for the use of personally owned or leased single engine aircraft for in-state travel by state employees, chief administrators of a state agency, legislators, board or commission members, and other key officials on state business.

Note This code does **NOT** include:

- Single engine aircraft mileage, out-of-state (7123)
- Twin engine aircraft mileage, in-state (7124)
- Turbine-powered or other aircraft mileage, in-state (7126)
- Personal vehicle mileage, in-state (7102)

Object Group 10

Revised 9-1-05

TRAVEL OUT-OF-STATE – SINGLE ENGINE AIRCRAFT MILEAGE

Expenditure Code 7123

Purpose To record the payment of mileage for the use of personally owned or leased single engine aircraft for out-of-state travel by state employees, chief administrators of a state agency, legislators, board or commission members, and other key officials on state business.

Note This code does **NOT** include:

- Twin engine aircraft mileage, out-of-state (7125)
- Turbine-powered or other aircraft mileage, out-of-state (7127)
- Personal vehicle mileage, out-of-state (7112)

Object Group 10

Revised 9-1-05

TRAVEL IN-STATE – TWIN ENGINE AIRCRAFT MILEAGE

Expenditure Code 7124

Purpose To record the payment of mileage for the use of personally owned or leased twin engine aircraft for in-state travel by state employees, chief administrators of a state agency, legislators, board or commission members, and other key officials on state business.

Note This code does **NOT** include:

- Twin engine aircraft mileage, out-of-state (7125)
- Single engine aircraft mileage, in-state (7122)
- Turbine-powered or other aircraft mileage, in-state (7126)
- Personal vehicle mileage, in-state (7102)

Object Group 10

Revised 9-1-05

TRAVEL OUT-OF-STATE – TWIN ENGINE AIRCRAFT MILEAGE

Expenditure Code 7125

Purpose To record the payment of mileage for the use of personally owned or leased twin engine aircraft for out-of-state travel by state employees, chief administrators of a state agency, legislators, board or commission members, and other key officials on state business.

Note This code does **NOT** include:

- Twin-engine aircraft mileage, in-state (7124)
- Single engine aircraft mileage, out-of-state (7123)
- Turbine-powered or other aircraft mileage, out-of-state (7127)
- Personal vehicle mileage, out-of-state (7112)

Object Group 10

Revised 9-1-05

TRAVEL IN-STATE – TURBINE-POWERED OR OTHER AIRCRAFT MILEAGE Expenditure Code 7126

Purpose To record the payment of mileage for the use of personally owned or leased turbine-powered or other aircraft for in-state travel by state employees, chief administrators of a state agency, legislators, board or commission members, and other key officials on state business.

Note This code does **NOT** include:

- Turbine-powered or other aircraft mileage, out-of-state (7127)
- Single engine aircraft mileage, in-state (7122)
- Twin engine aircraft mileage, in-state (7124)
- Personal vehicle mileage, in-state (7102)

Object Group 10

Revised 9-1-05

TRAVEL OUT-OF-STATE – TURBINE-POWERED OR OTHER AIRCRAFT MILEAGE Expenditure Code 7127

Purpose To record the payment of mileage for the use of personally owned or leased turbine-powered or other aircraft for out-of-state travel by state employees, chief administrators of a state agency, legislators, board or commission members, and other key officials on state business.

Note This code does **NOT** include:

- Turbine-powered or other aircraft mileage, in-state (7126)
- Single engine aircraft mileage, out-of-state (7123)
- Twin engine aircraft mileage, out-of-state (7125)
- Personal vehicle mileage, out-of-state (7112)

Object Group 10

Revised 9-1-05

TRAVEL – APARTMENT/HOUSE RENTAL EXPENSE Expenditure Code 7128

Purpose To record the payment of renting or leasing an apartment or house when a state agency is conserving state funds in lieu of using another type of commercial lodging establishment.

Note This code does **NOT** include in-state or out-of-state meal expenses (7106, 7116).

Object Group 10

Issued 9-1-95

TRAVEL OUT-OF-STATE – BOARD OR COMMISSION MEMBER MEAL AND LODGING EXPENSES Expenditure Code 7130

Purpose To record the payment of meal and lodging expenses, including non-overnight travel (meals), for a board or commission member during out-of-state travel for amounts which are authorized by the individual statutes which create or authorize the creation of the boards and commissions.

Note This codes does **NOT** include:

- Compensatory or salary per diem to a board or commission member (7025)
- Out-of-state hotel occupancy tax expenses (7115)
- Actual meal and lodging expenses – overnight travel, out-of-state (7114)
- Meals and lodging, out-of-state (7116)
- Non-overnight travel (meals), out-of-state (7117)
- Actual expense meals – non-overnight travel, out-of-state (7118)

Note RESTRICTED: This code may be used only to record meal and lodging expenses of **board or commission members**. These payments are limited to the amounts prescribed by the individual statutes which creates the boards and commissions.

Object Group 41

Issued 9-1-95

Revised 9-1-05

TRAVEL – PROSPECTIVE STATE EMPLOYEES

Expenditure Code 7131

Purpose To record payment of travel expenses to a prospective employee incurred at the specific request of authorized representatives of state agencies. This code includes prospective employees who are employees at another state agency or not employed by a state agency.

Note Travel expenses for prospective employees who are currently employed by another branch of the same agency will be reimbursed as if they were traveling on state business.

Object Group 10

TRAVEL – LEGISLATIVE EXPENSES – HOUSE OF REPRESENTATIVES

Expenditure Code 7132

Purpose To record the payment of legislative expenses incurred by a member of the House of Representatives during a session of the state legislature. This code does not include mileage or salary (compensatory) per diem paid to a legislator during a legislative session.

Note RESTRICTED: This code may be used only by members of the **House of Representatives, Agency 102**.

Object Group 40

Issued 6-11-91

TRAVEL – LEGISLATIVE EXPENSES – SENATE

Expenditure Code 7133

Purpose To record the payment of legislative expenses incurred by a member of the Senate during a session of the state legislature. This code does not include mileage or salary (compensatory) per diem paid to a legislator during a legislative session.

Note RESTRICTED: This code may be used only by members of the **Senate, Agency 101**.

Object Group 40

Issued 6-11-91

LEGISLATIVE PER DIEM

Expenditure Code 7134

Purpose To record the payment of per diem to members of the state legislature as authorized by the Texas Ethics Commission.

Note RESTRICTED: This code may be used only by members of the **Senate, Agency 101**, or the **House of Representatives, Agency 102**.

Object Group 40

Issued 1-13-92