

Use this job aid to identify the system codes for the Trip Type and the Trip Activity.

TRIP TYPE SYSTEM CODES:

TTy.S	Name
1	Local Travel
2	In State Travel
3	Out of State Travel
4	International Travel

TRIP ACTIVITY SYSTEM CODES:

TAc	Name
A	Conference - Classified
B	Conference - Certificated
C	Training/Prof Dev – Classified
D	Training/Prof Dev – Certificated
E	Recruitment
F	Legislative
G	Academic Chaperone
H	Plant Inspections
I	Contractor Audits
J	Peer Review
K	Other Travel

EXP TRAVEL EXPENSE TYPE SYSTEM CODES

ExpTy	Travel Expense Type
AIR	Airfare
AIRP	District PrePaid Airfare
BAG	Baggage Fees
BAGP	District PrePaid Baggage Fees
CONF	Conference Fee
CONP	District PrePaidConference Fee
CRMP	Dist PrePaid Conference Room
FDPD	Full Day Per Diem (M&IE)
GAS	Gasoline
GASP	District Prepaid Gasoline
HDPD	Half Day Per Diem (M&IE)
HTL	Hotel
HTLP	District PrePaid Hotel
MISC	Other Expenses
MISP	District PrePaid Other Expense
PARK	Parking, Tolls
PARP	District Prepaid Parking,Tolls
POST	Postage, Shipping
RCAP	District PrePaid Car Rental
RCAR	Car Rental
SUBE	SubTeacher Costs-Outside Agenc
SUBP	SubTeacher Costs-District Paid
TAXI	Taxi,Bus,Shuttle,Subway,Train
TAXP	Prepaid Taxi,Bus,Subway,Train
TELE	Telephone, Fax, Internet