

TRAVEL GUIDANCE - CODING & TIPS

Business & Finance Department Version 9/11/2023

Travel AP Types (APTF):

Used the following AP Types for requision entry. Not Applicable to Fund 41,79,82, or 83.

TR11 – Travel, Unrestricted (District) Funds, Fund 11
Use with codes beginning with Fund 11: 11-XXXXXX-XXXX-552XX-XXXX

TR12 – Travel, Restricted Funds, Fund 12 Use with codes beginning with Fund 12: 12-XXXXXX-XXXX-552XX-XXXX

TR71 – Travel, ASNVC, Fund 71

Use with code(Elapeinsei)n (Goodels: Fund velland Conference Expenses: Expenditures for per diem and actual,

necessary expenditures incurred by employees, board members, and other district representat ves f ,r den this metals; fican sport to tel; escapistoei attect evish panktege boes gento his a jetic.

e Travel requires Superintendent/President approval.

al Travel requires Board of Trustees approval.

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Out-of-District Travel: Cost of mileage and associated costs incurred when travel outside district bloodedaetiess is any operated, i pathicing effects and derived by the costs of mileage and associated during the costs of mileage and associ

55214 Field Trips (Students)



This object classifica on includes mileage and all reimbursable expenses in connec on with field trips. Reimbursable expenses may include meals and lodging, bridge tolls and



Once you arrive . . .

- How are you traveling to/from the hotel, the conference, for meals?
- By rental car (rental, fuel, parking),