



Travel and Expense Budgetary Account Codes

Expense Type Description	Expense Code	Budget Code	City Object Code Accounts Payable & Budget Use	Use for
Other Travel Codes (can be used with Non PSC & PSC Travel)				
1 Additional airline fees	52251	80088	454	Baggage Fees
1 Agent Fee	52352	80088	454	Travel Agent Fee
1 Conference registration fees	52352	80088	454	Conference Registration
1 Membership costs	52551	80080	403	Membership Costs
Non PSC Member Travel Codes				
Non PSC Commercial air travel	52251	80088	454	Air Fare
Non PSC Local Travel	52052	80087	452	Local Travel (within 5 boroughs)
Non PSC Mileage - City Auto	52254	80088	454	Mileage Reimbursement
Non PSC Parking Fees	52254	80088	454	Parking Fees
Non PSC Unrcpt Overnt	52255	80088	454	Daily Meal Per Diem
Non PSC Receipted Lodging	52253	80088	454	Hotel/Tips
Non PSC Taxi/Car Service	52254	80088	454	Taxi/Car Service
Non PSC Tolls	52254	80088	454	Tolls
Non PSC Train Ticket	52254	80088	454	Train Fare
Non PSC Vehicle Rental	52252	80088	454	Car Rental
PSC Member Travel Codes				
PSC Commercial air travel	52201	80088	454	Air Fare
PSC Local Travel	52002	80087	452	Local Travel (within 5 boroughs)
PSC Mileage - City Auto	52204	80088	454	Mileage Reimbursement
PSC Parking Fees	52204	80088	454	Parking Fees
Non PSC Unrcpt Overnt	52205	80088	454	Daily Meal Per Diem
PSC Receipted Lodging	52203	80088	454	Hotel/Tips
PSC Taxi/Car Service	52204	80088	454	Taxi/Car Service
PSC Tolls Paid	52204	80088	454	Tolls
PSC Train Ticket	52204	80088	454	Train Fare
PSC Vehicle Rental	52202	80088	454	Car Rental