*Account Number Tip*

If the last 5 digits of the account number (aka object code) starts with 55, it is a travel account. Use the images below to code the expense to the correct one.

**Departmental Faculty Travel:**

55180 = Faculty Domestic Travel (coded to xx-xxxx-55180)

- Choose these boxes

55190 = Faculty International Travel (coded to xx-xxxx-55190)

- Choose these boxes

**Faculty Professional Travel Awards (11-3300-xxxxx)**

Object code is tied to faculty name

- Expense Type =

  - Boxes at the bottom will look like this if the charge is coded correctly

Created August 2022
Domestic could also be International

**Competitive Awards (11-3310-xxxx)**

Object code is tied to faculty name

- Expense Type =
  - **Competitive Faculty Dev Awards**
- Boxes at the bottom will look like this if the charge is coded correctly

Domestic could also be International

**Sabbatical Awards (11-3077-xxxx)**

- Expense Type =
  - **Faculty Sabbatical**
- Boxes at the bottom will look like this if the charge is coded correctly

Created August 2022
Domestic could also be International

New Faculty Development Awards (11-3075-xxxx)

- Expense Type =
  ![Expense Type]
  New Faculty Development

- Boxes at the bottom will look like this if the charge is coded correctly

  ![Boxes]
  ShowReport/Trip Purpose Report/Trip Type
  Conference Travel Domestic
  Traveler/User Type Alternate GL Code
  Faculty 50518

Conference Registration Fees (Coded to xx-xxxx-55185)

- Expense Type =
  ![Expense Type]
  Faculty Conference Registration Fees

- Boxes at the bottom will look like this if the charge is coded correctly

  ![Boxes]
  ShowReport/Trip Purpose Report/Trip Type
  Conference Travel Domestic
  Traveler/User Type Faculty
Travel Object Codes in Concur

**Student:**

55115 = Student Domestic Travel

- Choose these boxes

55176 = Student International Travel

- Choose these boxes

**Teams – Athletics Only:**

55152 = Team Travel

- Choose these boxes
Travel Object Codes in Concur

**Staff:**

55151 = Staff Domestic Travel

- Choose these boxes

55175 = Staff International Travel

- Choose these boxes

**Student Recruiting (used mostly in athletics and admissions):**

55130 = Recruiting Travel

- reach out to Business Office (Pam or Melissa) if you have questions about when to use this code
- Choose these boxes