

Account Code	Description	Type of Entries
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Travel - Employee	Travel expenses include costs like airfare, meals, taxi, ferry, accommodation and car rental. Please see the professional development tab for costs associated with registration fees.	
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7909	Employee Travel - Liaison	To record the travel costs of the University Liaison officers or other employees travelling in that capacity.
7911	Employee Travel - Regional	To record the costs of travelling to the regional offices for meetings or other business.
7912	Employee Travel - Conference	To record the costs of travelling to conferences.
7914	Employee Travel - Fundraising	To record the costs of travel where the purpose is for fundraising or campaign promotion.
7915	Employee Travel - Meeting	To record the costs of travelling to meetings (with the exception of the regional offices).
7916	Employee Travel - Research	To record costs of travel associated with research activities.
7917	Employee Travel - Field Education	To record the direct travel costs of University employees accompanying students on field trips or field schools.
7918	Employee Travel - Pro. Development	To record the costs of travelling to seminars and training courses for the purpose of professional development.
7919	Employee Travel - Course Delivery	To record the costs of faculty members travelling to regional campuses to teach.
7927	Employee Travel - Negotiations	To record the travel costs of the collective bargaining team during negotiations.
7928	Employee Travel - Arbitration	To record the travel costs of the collective bargaining team for arbitration planning and meetings .
7938	Employee Travel - Coaching Staff	To record the costs of travel for team coaches during exhibition and regular season.
7939	Employee Travel - Recruitment	To record the costs of travel of current University employees associated with direct recruitment of future employees, students and athletes.
7943	Employee Travel - Local	To record the costs of local travel (parking, taxi).

Please note that the use of any of these codes must be accompanied by the unique LOCN code assigned to the employee and the ACTV code related to the type of expense (2000 accomodation, 2001 airfare, 2002 meals, 2003 mileage, 2004 other, 2005 vehicle rentals, 2006 taxi, 2008 fuel)

Travel - Non-employee	These accounts are used to record the costs of travel expenses paid by UNBC for individuals who are not employees of the institution.	
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7151	Non-employee Travel - Students	To record the cost of student travel paid for or sponsored by a programme.
7152	Non-employee Travel - Field Education	Travel costs associated with teaching students in the field. Includes expenses such as van rental, accomodation, meals. Associated faculty travel costs should be recorded in account 7917.
7153	Non-employee Travel - Team	Travel costs associated with athletic team travel, players only.
7155	Non-employee Travel - Athletic Recruitment	Travel costs associated with bringing athletes for a site visit, including flights, accommodation, meals, etc. Costs for the coach should be recorded in account 7939.
7157	Non-employee Travel - Exhibition	Travel costs associated with athletic team travel for exhibitions, players only.
7569	Travel - Non-employee	To be used when UNBC is paying the travel costs of people who are not employees of the University (such as volunteers, guest speakers, affiliated faculty, associates, etc).