

## Travel Expense Reports - Expense Types and General Ledger (G/L) Account Posting

The trip type determines the G/L account posting unless a specific G/L is listed beside the expense type. PPD listed before the expense type indicates the expense was incurred on a Corporate Card and does not impact the G/L account posting.

Domestic Trip – 698600	International Trip – 698700
Development Domestic Trip – 699000	Development International Trip – 699100
Athletics Trip – 698400	
Note: Development schemas are used for travel costs associated with Development, Fund Raising, Alumni Meetings, Student Recruitment and Public Relations Activities. Athletics schema only used by Duke Athletics.	
Travel Expense Types - Map to G/L Based on the Trip Schema	
Airfare and PPD Airfare Amount Over Department Allocation Breakfast and PPD Breakfast Car/Equipment Rental and PPD Car/Equipment Rental Conference Registration Fees and PPD Conference Registration Fees Dinner and PPD Dinner Internet Fees and PPD Internet Fees	Lodging and PPD Lodging Lunch and PPD Lunch Other and PPD Other Parking and PPD Parking Taxi/Shuttle/Other Transportation and PPD Taxi/Other Transp Telephone/Fax and PPD Telephone/Fax Train Fare and PPD Train Fare

Miscellaneous Travel Expense Types - Map to Specific G/L (not based on Trip Schema)			
Athletic Team Travel and PPD Athletic Team Travel	698400	NC Sales Tax DU Pcrd	146100
Business Meetings and PPD Business Meetings	696000	Postage/Shipping and PPD Postage/Shipping	693600
Copy Expenses and PPD Copy Expenses	645900	Publication Expenses and PPD Publication Expenses	647000
Development Dom Travel and PPD Develop Dom Travel	699000	Recruitment Expense and PPD Recruitment Expense	692800
Entertainment/Develop and PPD Entertainment/Develop	693200	Team Meals Athletics and PPD Team Meals Athletics	695800
Gifts and Awards and PPD Gifts and Awards	693200	Trainee Travel and PPD Trainee Travel - training grants only	698900
Losses and Damages and PPD Losses and Damages	695600		

PPD Travel Expense Types - Included to Ensure Corporate Card Charges Display in Travel Expense Report			
Note: These <b>must be changed</b> to the appropriate travel expense type once included in the expense report.			
PPD Computer Software	677600	PPD - Insurance/Other	694900
PPD - Contract Work	691600	PPD Subsc/Books/Journals/Periodicals	646100
PPD - Dues/Membership/Certification Fees	690600	PPD - Telephone Usage	698000
PPD - Fuel/Auto Supplies	640500		

\*Note: Other expense types found on travel expense report are for Employee Travel and Reimbursement purposes only.