

TRAVEL CODES

EMPLOYEE /Chaperons

- 6360 Registration, Training
- 6580 Meals, Lodging, Tickets, Transportation, Entrance Fees
- 6810 Dues

STUDENT

- 6519 Transportation–Plane, Charter Bus
- 6515 Transportation–MPS Bus Rental–Student Fund
- 6626 Transportation – District MPS Bus
- 6890 Meals, Lodging, Tickets, Registration, Entrance Fees

- 6360 Registration, **Employee** Training, and Professional Development Services
Services supporting the professional development of school district personnel, including instructional and administrative employees. Included are course **registration fees** that are not tuition reimbursement, charges from vendors to conduct training courses, at either school district facilities or off-site and other expenditures associated with training or professional development by third-party vendors. All expenditures should be captured in this account regardless of the type or intent of the training course or professional development activity. Used with function **2213** and **2570** only. Does not include membership fees 6810 and subscriptions 6644. See **6580 for employee travel**. **Student travel/transportation coded to object 6515 or 6519; and for student meals, lodging, entrance fees, etc. to object code 6890**
- 6515 **Student Transportation** utilizing a MPS bus funded by Student Funds
- 6519 **Student Transportation** Purchased From Other Sources – (Charter Bus)
Payments to persons or agencies other than school districts for **transporting** children to and from school and school-related events. These include payments to individuals who transport themselves or their own children or for reimbursement of transportation expenditure/expense on public carriers. Expenditures for the rental of buses that are operated by personnel on the school district payroll are not recorded here but under object 6440. Used only with 2700 and the 4?? program and 513 program.
- 6580 Travel – **Employee / Adult**
Costs of **transportation, meals, lodging, and other expenses associated with traveling on business for the district** (including federally funded advisory committee and nonemployees traveling for a school purpose). This includes public transportation fares, subsistence, and other permissible travel expenses. Per Diem is governed by A.R.S. §15-342. Payment of set amounts on a monthly or other periodic basis, regardless of actual travel time, are not considered travel expenses but should be treated as employee compensation, object code 6100. **Admission fees and entry fees** to events would also be paid here. Used with function **2213** (certificated) and **2570** (administrators and classified) only. **Student meal, lodging, and entrance fees coded to object 6890 and student transportation coded to object 6519**
- 6626 **Student Transportation** utilizing an MPS bus
- 6810 Dues – **Employee / Adult**
Expenditures or assessments for membership in professional or other organizations, includes **dues for memberships**, but does not include entry fees or admission fees to events. Use 6580 for district staff entry fees or admission fees to events; this usually has a travel request associated with fee due to professional leave being involved. Code to their function.
Student admission, entrance fees, and fees (including notary public) coded to 6890
- 6890 Miscellaneous Expenditures includes **Student Travel** –
Amounts paid for goods or services not properly classified in one of the object codes included above, including bad check expense. **Food** and **hotel** costs associated with student travel, as well as student **entrance fees** paid by the district should be coded here. Used with functions 1000-4000. Also includes notary public fees, childcare permits, Food and Nutrition permits, licenses, and certifications, and other permits.