



TRAVEL GUIDANCE – CODING & TIPS

Business & Finance Department

Version 9/11/2023

Travel AP Types (APTF):

Used the following AP Types for requisition entry. Not Applicable to Fund 41,79,82, or 83.

TR11 – Travel, Unrestricted (District) Funds, Fund 11

Use with codes beginning with Fund 11: 11-XXXXXX-XXXX-552XX-XXXX

TR12 – Travel, Restricted Funds, Fund 12

Use with codes beginning with Fund 12: 12-XXXXXX-XXXX-552XX-XXXX

TR71 – Travel, ASNVC, Fund 71



This object classification includes mileage and all reimbursable expenses in connection with field trips. Reimbursable expenses may include meals and lodging, bridge tolls and



Once you arrive . . .

- How are you traveling to/from the hotel, the conference, for meals?
- By rental car (rental, fuel, parking),