

New Employee Travel Form Subcodes

(August 3, 2000)

The following chart contains the subcodes for Inter-Island, Out-of-State and Foreign destinations for employee travel. These subcodes should be used when completing an Employee Travel Completion Report.

		Object Code	Inter-Island	Object Code	Out-of-State	Object Code	Foreign
Non-Reportable		4301	Travel Advance	4501	Travel Advance	4501	Travel Advance
Reportable/ Non-Taxable	W-2	4351	Subsistence/Per Diem	4551	Subsistence/Per Diem	4581	Subsistence/Per Diem
Taxable	W-2	4352	Subsistence/Per Diem	4552	Subsistence/Per Diem	4582	Subsistence/Per Diem
Non-Reportable/ Non-Taxable		4350	Subsistence/Per Diem	4550	Subsistence/Per Diem	4580	Subsistence/Per Diem
Non-Reportable/ Non-Taxable		4250	Transportation*	4450	Transportation*	4480	Transportation*
Non-Reportable/ Non-Taxable		4850	Others	4851	Others	4852	Others
Reportable/ Non-Taxable		4151	Mileage	4151	Mileage	4151	Mileage
Taxable		4152	Mileage	4152	Mileage	4152	Mileage

*As a reminder, Transportation includes airfare, rent-a-car, taxi, bus, train, etc.