



WISCONSIN YEAR-END RECONCILIATION MANUAL
 Department of Administration – State Controller’s Office

Section	Expenditures
Subsection	Travel Accounts
Accounts	7300000 - 7399056
Effective Date	07/01/2016
Revision Date	07/01/2016

TRANSACTION SOURCES AND ACCOUNT VALIDATION PROCEDURES

7300000 - Travel

This is the generic travel code that is the default account code for most of the expenses types in the Expense Module. It is intended to be used only for travel expenses that are recorded in the Expense Module. Travel expenses that are paid outside the Expense Module (p-card, direct vendor payments) should not be coded to this account. It is intended that the Expense Module can be used to identify detailed travel information for the amounts charged to this account.

7310000 - Travel P-Card

This account is intended to be used only for travel expenses paid on the p-card that are also recorded in the Expense Module. The payment to the bank for travel on the p-card should be coded to 7310000 if the expenses are to be recorded in the Expense Module. Charges on the p-card that are not recorded in the Expense Module should not be coded to this account but should be coded to one or more of the more descriptive travel accounts (7312000 – 7318000, 7330000 – 7351000). When travel expenses paid on the p-card are also recorded in the Expense Module to the various expense types and are marked as Pcard Transaction for the payment type (to prevent the employee from being reimbursed for this expense) the expense module debits the default code for the expense type and credits the 7310000 account. The credit entry in the Expense Module to 7310000 will offset the debit entry coded on the payment to the bank for the p-card charges for travel.

If your agency does not record p-card or direct expenses in the Expense Module then the balance in this account should be zero.

7312000 - Travel Employee In-WI Business

7314000 - Travel EE In-WI Conf Conv Trng

7316000 - Travel EE Out-of-WI Business

7318000 - Travel EE OutWI Conf Conv Trng

Code 7312000 is for employee travel within the state for business purposes.

Code 7314000 is for employee travel within the state for conferences, conventions or training.

Code 7316000 is for employee travel outside the state of Wisconsin for business purposes.

Code 7318000 is for employee travel outside the state of Wisconsin for conferences, conventions or training.



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These four codes should be used to record travel expenses that are paid on the p-card or as a direct payment to the vendor and these expenses will not also be recorded in the Expense Module.

- 7320000 - Fleet Charges - State Vehicle
- 7325000 - Fleet Charges - Air Fleet

These accounts are for recording the cost of using state vehicles and state planes.

- 7330000 - Moving Expense

This is the default code for items coded in the Expense Module to a moving expense type. It is also the account that should be charged for any moving expense paid as direct payments to vendors or on a p-card.

- 7335000 - Travel In-WI Catered Meals
- 7340000 - Travel Boards & Commissions
- 7341000 - Travel Non-WI Employee Redacted
- 7345000 - Travel Non-WI Employee
- 7350000 - Tuition & Fees NonRpt Training
- 7351000 - Tuition & Fees IRS Rpt Trainin

These codes should be used to record travel expenses that are paid on the p-card or as a direct payment to the vendor and these expenses will not also be recorded in the Expense Module.

- 7359000 - Legislator Allownc Out Session
- 7399001 – 7399056 Legislature Only Travel Related Codes

These codes are for use by legislative agencies only.

For all travel accounts you should review the transactions charged to the account. Investigate any that look out of the ordinary for the travel codes. For example, a transaction originating in the expense module that is coded to the Fleet Charges account would be out of the ordinary. Or a transaction from the AP module should not appear in the generic travel code 7300000.