

 ARIZONA ACCOUNTING MANUAL	SECTION II-D-V-IV	PAGE 1	DATE 08/08/11
	SUBJECT State of Arizona Travel Policy Supplement IV – HRIS Pay Codes and AFIS COBJs related to Travel		

In-State Travel

Travel Description Title	HRIS				AFIS
	Pay Code	Pay Class	Pay Summary	Payment Desc.	COBJ
Air Fare	920	TVL	920	NTAXTRVL	6511
Mileage-Private Vehicle	921	TVL	920	NTAXTRVL	6516
Lodging	922	TVL	920	NTAXTRVL	6531
Meals with Overnight Stay	923	TVL	920	NTAXTRVL	6541
Meals without Overnight Stay	924	TVL	930	TAXTRAVL	6542
Legislative Subsistence-Taxable (within 50 miles of Capitol)	700	TVL	700	TAXSUB	6551
Legislative Subsistence- Nontaxable (more than 50 miles from Capitol)	700A	TVL	70A	NTAXSUB	6552
Travel Advance (requires GAO approval)	945	TVL	940	ADVANCE	6571
Other Miscellaneous Travel	926	TVL	920	NTAXTRVL	6599

Out-of-State Travel

Travel Description Title	HRIS				AFIS
	Pay Code	Pay Class	Pay Summary	Payment Desc.	COBJ
Air Fare	930	TVL	920	NTAXTRVL	6611
Air Fare Out-of-Country	940	TVL	920	NTAXTRVL	6612
Car Rental	931	TVL	920	NTAXTRVL	6621
Car Rental Out-of-Country	941	TVL	920	NTAXTRVL	6622
Lodging	932	TVL	920	NTAXTRVL	6631
Lodging Out-of-Country	942	TVL	920	NTAXTRVL	6632
Meals with Overnight Stay	933	TVL	920	NTAXTRVL	6641
Meals without Overnight Stay	934	TVL	930	TAXTRAVL	6642
Meals with Overnight Stay Out- of-Country	943	TVL	920	NTAXTRVL	6651
Meals without Overnight Stay Out-of-Country	944	TVL	930	TAXTRAVL	6652
Travel Advance (requires GAO approval)	945	TVL	940	ADVANCE	6571
Other Miscellaneous Travel	936	TVL	920	NTAXTRVL	6699

Other Employee Travel-Related

Travel Description Title	HRIS				AFIS
	Pay Code	Pay Class	Pay Summary	Payment Desc.	COBJ
Conference Registration Fees	662	RMB	662	CONFERENCE	7455

Vendor Travel Payments

Travel Description Title	HRIS				AFIS
	Pay Code	Pay Class	Pay Summary	Payment Desc.	COBJ
Vendor Travel	N/A	N/A	N/A	N/A	6291 OR 6299

HRIS=Human Resources Information System, the State's principal automated statewide payroll system
 AFIS=Arizona Financial Information System; the State's principal automated statewide accounting system