



State of Arizona Accounting Manual

Topic 50 Travel
 Section 96 HRIS Pay Codes and
 AFIS Expenditure Objects Related to Travel

Issued 05/01/15
 Page 1 of 2

IN-STATE TRAVEL

Travel Description	HRIS				AFIS
	Pay Code	Pay Class	Pay Summary	Payment Description	Object
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 – Non-taxable (50 miles or more 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	HRIS				AFIS
	Pay Code	Pay Class	Pay Summary	Payment Description	Object
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		NTAXTRVL	6651
Meals without Overnight Stay – Out-of-Country	944	TVL	930	TAXTRAVL	6652
Travel Advance (Required GAO approval)	945	TVL	940	ADVANCE	6571
Other Miscellaneous Travel	936	TVL	920	NTAXTRVL	6699

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Issued 05/01/15
Page 2 of 2

OTHER EMPLOYEE TRAVEL-RELATED EXPENDITURES/EXPENSES

Travel Description	HRIS				AFIS
Title	Pay Code	Pay Class	Pay Summary	Payment Description	Object
Conference Registration Fees	662	TVL	662	CONFERENCE	7455

VENDOR TRAVEL PAYMENTS

Travel Description	HRIS				AFIS
Title	Pay Code	Pay Class	Pay Summary	Payment Description	Object
Vendor Travel	N/A	N/A	N/A	NTAXTRVL	6291 or 6299