



UNIVERSITY OF

South Carolina

University of South Carolina

Office of the Controller

New Travel Account Codes Effective July 1, 2024

Account Code	New Account Code	Account Code Name	Account Code Description
52021	55105	Non-USC Employee, Consultants, Lecturers, Other	Expense category used only for travel associated with a person providing consultation, guest lecturers or other services for the University.
52022	55110	Student Travel	Expense category used for student travel and student field trips.
52023	55115	Employment Interview Travel	Expense category used only for travel associated with visitation of a potential employee. It should not be used for travel expenses incurred by University personnel in pursuit of prospective employees.
52024	55120	USC Employee Travel	Expense category used for travel for the purpose of conducting business of the university, to include but not limited to, attending professional meetings, special demonstration meetings and other related meetings.
n/a	55125	Travel Registration	*New* Expense category used for non-local registration fees where travel is required.
52028	55130	USC Athletic Department Employee Conferences and Conventions	Expense category used for travel by Athletic Department employees when traveling to donor meetings, coaches meetings, etc.
54541	54541	Participant Travel	Expense category is to be used for participant travel on grant funds if the grant has participant cost budgeted. This should NOT be used for USC students or USC employees.
54542	54541	Student Participant Travel	Expense category is to be used for USC student participant travel on grant funds if the grant has participant cost budgeted.
59421	59421	USC Athletic Department Employee Recruiting	Expense category is to be used for travel by Athletic Department employees when traveling for recruiting purposes.