**Trip Purpose:** The Trip Purpose field in the Header is one determinant for the account code assigned to employee travel. This table provides descriptions for each Trip Purpose and the corresponding account code. All trips fit within one of the available options.

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<thead>
<tr>
<th>Trip Purpose</th>
<th>Acct Code</th>
<th>Description</th>
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</table>
| Administrative Activities     | 2x21      | Use this for administrative activities (related to the running of the unit, department, project, or program) for UA or UA programs or projects involving research, instruction, public service, or other institutional activities.  
EXAMPLE: You are a Statewide employee traveling to Anchorage to meet with HR staff at UAA about benefit rates. |
| Athletic Team Travel          | 2x40      | Use this for athletic team travel.                                                                                                           
EXAMPLE: You are a volleyball coach traveling to Montana for a tournament with your team. |
| Instruction to UA Students    | 2x60      | Use this for UA instructional delivery by UA faculty or staff to UA students.                                                                                                     
EXAMPLE: You are a faculty member traveling to the Kuskokwim campus to teach a class.         |
| Lobbying                      | 2190      | Use this for influencing legislators or agencies in pursuing policies or programs favorable to UA.                                                                                          
EXAMPLE: You are traveling to Juneau to represent UA at an Alaska Senate budget hearing.       |
| Multi-Purpose Trip            | N/A       | Use this if the trip involves more than one Trip Purpose. Assign the associated, specific Trip Purpose to each individual expense on the Report.                                                       
EXAMPLE: You are traveling to a workshop to train for working on unmanned aircraft, then you are going to the field to conduct a mapping study. The expenses for the workshop days are “Professional Development/Training” and the expenses for the fieldwork days are “Research/Program Activities.” |
| Participant Support           | 3012      | Only allowable for non-employees traveling on restricted funding.  
Traveler Type: Board of Regents, Non-UA Affiliate/Volunteer, or [non-employee] Student         |
| Professional Development/Training | 2x30   | Use this for attending (not presenting at) professional conferences, workshops, seminars, trainings, and other educational programs for the purpose of job enrichment, career, or staff development.  
EXAMPLE: You are a facilities employee traveling to a training for coal plant managers.          |
| Recruitment of Employees      | 2452      | Use this for travel intended to recruit employees.                                                                                                           
EXAMPLE 1: You are a member of a hiring committee that must travel to conduct a hiring interview.  
EXAMPLE 2: You are a prospective candidate traveling to Alaska to interview for a position.   |
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| Recruitment of Students             | 2440         | Use this for travel intended to recruit students.  
EXAMPLE: You are traveling to high schools in the Salem, OR area to encourage students to enroll at UA. |
| Research/Program Activities         | 2x25         | Use this for travel that involves research or program activity including meetings, fieldwork, maintenance/repairs, and attending workshops, conferences, and seminars to present research or provide information about the project.  
EXAMPLE 1: You are traveling to a remote field site to collect samples for a research project.  
EXAMPLE 2: You work for Facilities and must repair a boiler in Bethel.  
EXAMPLE 3: You are a cooperative extension agent giving a canning workshop to residents. |
| Student Travel                      | 2x70         | Use this for non-employee students traveling for the purpose of instruction including workshops, internships, student teaching, conferences, non-athletic competitions, and seminars.  
EXAMPLE: You are a student in the math program traveling to a scholastic math competition. |
| Other                               | 2x21         | Use this only if expenses do not fall under travel. Specifically, when the travel card is used by mistake for a non-travel expense. |