

Justice Administrative Commission  
 Quick Reference for Purchasing Card Charges  
 Frequently Used Travel Object Cards

Type	Employee			Non-Employee		
	In State	Out of State	Foreign	In State	Out of State	Foreign
Lodging	261400	262400	263400	261409	262404	263404
Rental Car	261038	262034	263015			
Airfare	261500	262500	263500	261514	262506	263505
Incidental*	261049	262038	263007	261049	262038	263007

\*Incidental Includes costs such as parking, taxi (including car services such as Uber & Lyft), baggage fees, and tolls.