Using Travel Detail Codes on Requisitions and Quick Invoices

As of July 30, 2018 - new DETAIL CODES are in effect on the Chart of Accounts to capture information regarding travel expenses. These codes are mandatory for all travel related Quick Invoice and Requisition travel requests in PeopleSoft.

The new DETAIL CODES are as follows:

- AIRFARE
- CARRENTAL
- HOTEL
- INCIDENTAL
- MEALS
- MILEAGE
- RENTALFUEL
- TAXICARSVC
- TOLLS/PARK
- TRAINFARE

When creating a requisition or quick invoice for a travel expense, type the applicable code, from the list above, into the Detail field of the appropriate line of the request.

Note – The Detail Code field can be searched in the requisition form by clicking on the magnifying glass to the immediate right of the field, and entering a search term in the Description field of the Look Up window.

No field look up is available on a quick invoice. Refer to the list above for the correct codes.

If no Detail Code is entered when using a travel related account code, the following error message will display and the request will not be able to be saved in the system.