**Administrative Business Travel**

- Development and Planning
  - donor meetings and events
  - planned giving activities
  - trustee activities

- Recruiting
  - Office of Admission student recruiting travel
  - Athletics recruiting trips

- Procurement
  - site visit to supplier of equipment
  - travel related to artwork/collections purchase
  - travel related to meeting with contracted service provider

- Other
  - Bowdoin specific business

**Administrative Professional Development**

- workshop/conference for professional certification credits or license
- industry/vendor conference
- user group conference for business software (e.g. Blackbaud, Ceridian, etc.)
- organization conferences/events (NACUBO, NCURA, etc)
- webinars
- exam prep courses and materials
- voluntary collaborative projects (e.g. CBB Finance meetings)
- peer group meetings

Code all related charges: airfare, lodging, meals, registration fees, etc. to:

**1-6070  Administrative Professional Development**

Use Business Travel Codes:

- 1-6010  Travel - Airfare
- 1-6015  Travel - Lodging
- 1-6020  Travel - Ground Transportation
- 1-6025  Travel - Mileage Reimbursement
- 1-6030  Travel - Meals
- 1-6035  Travel - Field Trips
- 1-6040  Travel - Other
- 1-6045  Travel - Recruiting