

Concur Expense
Account Codes by Expense Type and Expense Purpose

Multi-acct code	Expense Type	Expense Category	Research	Conference/	Student	Vistor	Operations			Capital	
			Travel/Confer ence	Training/Bu siness Travel	Travel	Travel	Athletic	Recruiting	(Non-Aux)	Auxiliary	Assets
x	Group Lodging	01. Travel Expenses	7850	7840	7785	7765	7845	7630	7840	5840	
x	Hotel	01. Travel Expenses	7850	7840	7785	7765	7845	7630	7840	5840	
x	Hotel Internet/Online Fees (itemized within hotel)	01. Travel Expenses	7850	7840	7785	7765	7845	7630	7257		
x	Hotel Tax (itemized within hotel)	01. Travel Expenses	7850	7840	7785	7765	7845	7630	7840	5840	
x	Incidentals	01. Travel Expenses	7850	7840	7785	7765	7845	7630	7840	5840	
x	Laundry	01. Travel Expenses	7850	7840	7785	7765	7845	7630	7840	5840	
x	Airfare	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Airline Fees	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Bus	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
	Car Maintenance/Repairs	02. Transportation	7885	7885	7885	7885	7885	7885	7885	5015	
x	Car Rental	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Fuel	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Ground transportation	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Parking	02. Transportation	7850	7840	7785	7765	7845	7630	7505	5505	
x	Personal Car Mileage	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5480	
x	Public Transport	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Taxi	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Tolls/Road Charges	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Train	02. Transportation	7850	7840	7785	7765	7845	7630	7840	5840	
x	Business Meal (External Attendees)	03. Meals	7850	7840	7785	6670	7845	7630	6770	5770	
x	Business Meal (Internal Attendees)	03. Meals	7850	7840	7785	6671	7845	7630	6771	5771	
	Catering (External Attendees)	03. Meals	6770	6770	6770	6770	6770	6770	6770	5770	
	Catering (Internal Attendees)	03. Meals	6771	6771	6771	6771	6771	6771	6771	5771	
x	Individual Meals (Breakfast, lunch, dinner)	03. Meals	7850	7840	7785	7765	7845	7630	6771	5771	
x	Per Diem	03. Meals	7850	7840	7785	7765	7845	7630	7840	5840	
x	Travel Meals (Breakfast, lunch, dinner)	03. Meals	7850	7840	7785	7765	7845	7630	6771	5840	
	Event Production	04. Events	7041	7041	7041	7041	7041	7041	7041		
	Rental Services	04. Events	7675	7675	7675	7675	7675	7675	7675		
	Special Events	04. Events	7750	7750	7750	7750	7750	7750	7750		
	Instructional Supplies	05. Office Expenses	7180	7180	7180	7180	7180	7180	7180	5718	
	Laboratory Supplies	05. Office Expenses	7285	7285	7285	7285	7285	7285	7285		
	Office/Other Supplies	05. Office Expenses	7465	7465	7465	7465	7465	7465	7465	5465	

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	Postage/Courier/Shipping/Freight	05. Office Expenses	7570	7570	7570	7570	7570	7570	7570	5670	
	Printing/Photocopying/Stationery	05. Office Expenses	7585	7585	7585	7585	7585	7585	7585	5585	
	Research Materials	05. Office Expenses	7690	7690	7690	7690	7690	7690	7690		
x	Internet/Online Fees	06. Communication	7850	7840	7785	7765	7845	7630	7257	5840	
x	Mobile/Cellular Phone	06. Communication	7850	7840	7785	7765	7845	7630	7390	5390	
	Telecomm Maintenance	06. Communication	7790	7790	7790	7790	7790	7790	7790	5015	
x	Telephone/Fax	06. Communication	7850	7840	7785	7765	7845	7630	7390	5390	
x	Agency Booking Fees	07. Fees	7850	7840	7785	7765	7845	7630	7840	5840	
x	Application/Registration fees	07. Fees	7850	6655	6655	7765	6655	6655	6655	5655	
	Audit Fees	07. Fees	6675	6675	6675	6675	6675	6675	6675		
	Bank Fees	07. Fees	6715	6715	6715	6715	6715	6715	6715	5715	
	Computing Services	07. Fees	6820	6820	6820	6820	6820	6820	6820		
	Copy Right Clearance Fees	07. Fees	6880	6880	6880	6880	6880	6880	6880		
x	Currency Exchange Fees	07. Fees	7850	7840	7785	7765	7845	7630	7840	5840	
	Dues/membership	07. Fees	6940	6940	6940	6940	6940	6940	6940	5940	
	Legal Fees	07. Fees	7300	7300	7300	7300	7300	7300	7300	5300	
	Licenses & Taxes	07. Fees	7360	7360	7360	7360	7360	7360	7360	5360	
	Management Fees	07. Fees	4795	4795	4795	4795	4795	4795	4795		
	Music /Script Fees and Rental	07. Fees	7455	7455	7455	7455	7455	7455	7455	5885	
	Music Group Fees	07. Fees	7450	7450	7450	7450	7450	7450	7450	5765	
	Ads/promtion/publicity	08. Other	6640	6640	6640	6640	6640	6640	6640	5640	
	Art Work	08. Other	6658	6658	6658	6658	6658	6658	6658		
	Assets Held for Others	08. Other	2734	2734	2734	2734	2734	2734	2734		
	Assets Held for Students	08. Other	2720	2720	2720	2720	2720	2720	2720		
	Awards/Prizes	08. Other	6685	6685	6685	6685	6685	6685	6685	5685	
	Cable TV Programming	08. Other	6754	6754	6754	6754	6754	6754	6754	5754	
	Contractual Teaching Services	08. Other	6875	6875	6875	6875	6875	6875	6875		
	Copier Charges	08. Other	6905	6905	6905	6905	6905	6905	6905	5905	
	Costumes	08. Other	6890	6890	6890	6890	6890	6890	6890		
	Design	08. Other	6927	6927	6927	6927	6927	6927	6927	5850	
	Donation Expense	08. Other	6930	6930	6930	6930	6930	6930	6930		
	Employee Relocation/Moving	08. Other	6955	6955	6955	6955	6955	6955	6955		
	Gifts & Hospitality	08. Other	7145	7145	7145	7145	7145	7145	7145	5145	
	Insurance Deductible Expense	08. Other	7210	7210	7210	7210	7210	7210	7210		
	Inventory	08. Other	1455	1455	1455	1455	1455	1455	1455		1455
	Medical Expenses	08. Other	7443	7443	7443	7443	7443	7443	7443	5885	
	Medical Supplies	08. Other	7428	7428	7428	7428	7428	7428	7428		

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	Non Reimbursable/Personal Expense	08. Other	11-2-00000-81040-1233								
	Photography & Video Costs	08. Other	7555	7555	7555	7555	7555	7555	7555	5765	
	Props	08. Other	7622	7622	7622	7622	7622	7622	7622		
	Recruiting Expenses	08. Other	7630	7630	7630	7630	7630	7630	7630		
	Reimbursable Material Expense	08. Other	7660	7660	7660	7660	7660	7660	7660		
	Software Maintenance	08. Other	6805	6805	6805	6805	6805	6805	6805	5790	
	Student Research Incentive payments	08. Other	7778	7778	7778	7778	7778	7778	7778		
x	Tips/Gratuities	08. Other	7850	7840	7785	7765	7845	7630	7840	5840	
	Training Costs	08. Other	7820	7820	7820	7820	7820	7820	7820	5820	
	Utilities - Natural Gas	08. Other	7902	7902	7902	7902	7902	7902	7902		
	Vehicle Expense	08. Other	7885	7885	7885	7885	7885	7885	7885	5000	1698
	Consulting Services	09. Contractual Services	6850	6850	6850	6850	6850	6850	6850	5850	1679
	Corporate Contractual Services	09. Contractual Services	6885	6885	6885	6885	6885	6885	6885	5885	
	Temporary Help	09. Contractual Services	7800	7800	7800	7800	7800	7800	7800	5800	
	Carpeting	10. Capital Projects	6756	6756	6756	6756	6756	6756	6756	5756	1612
	Carts	10. Capital Projects	7000	7000	7000	7000	7000	7000	7000	5000	1613
	Computer Hardware	10. Capital Projects	7001	7001	7001	7001	7001	7001	7001	5465	1615
	Construction	10. Capital Projects	7704	7704	7704	7704	7704	7704	7704	5704	1623
	Design/Architect Fees	10. Capital Projects	6927	6927	6927	6927	6927	6927	6927	5885	1631
	Draperies	10. Capital Projects	6934	6934	6934	6934	6934	6934	6934	5934	
	Elevator Upgrade	10. Capital Projects	7704	7704	7704	7704	7704	7704	7704	5704	1634
	Furniture/Equipment	10. Capital Projects	7100	7100	7100	7100	7100	7100	7100	5100	1635
	Renovation	10. Capital Projects	7704	7704	7704	7704	7704	7704	7704	5704	1683
	Software	10. Capital Projects	6790	6790	6790	6790	6790	6790	6790	5790	1619
	Athletic Officials	11. Athletics	6660	6660	6660	6660	6660	6660	6660		
	Athletic Supplies	11. Athletics	6665	6665	6665	6665	6665	6665	6665		
	Game Fees	11. Athletics	7142	7142	7142	7142	7142	7142	7142		
	Uniforms/Linens	11. Athletics	7870	7870	7870	7870	7870	7870	7870	5870	
	Book Binding	12. Library	6745	6745	6745	6745	6745	6745	6745		
	Books and Other Allowances	12. Library	8650	8650	8650	8650	8650	8650	8650		
	Electronic Books and Periodicals	12. Library	7540	7540	7540	7540	7540	7540	7540	6730	
	Inter-Library Exch/Search	12. Library	7255	7255	7255	7255	7255	7255	7255		
	Library Bibliographic Services	12. Library	7345	7345	7345	7345	7345	7345	7345		
	Library Books	12. Library	7315	7315	7315	7315	7315	7315	7315		1653
	Periodicals	12. Library	7540	7540	7540	7540	7540	7540	7540		1674
	Custodial Cleaning Supplies	13. Facilities	6910	6910	6910	6910	6910	6910	6910		

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	Custodial Paper Supplies	13. Facilities	6915	6915	6915	6915	6915	6915	6915		
	Facility Maint General	13. Facilities	7405	7405	7405	7405	7405	7405	7405	5405	
	Facility Rent Expense	13. Facilities	7075	7075	7075	7075	7075	7075	7075	5075	
	Hazardous Material Disposal	13. Facilities	7150	7150	7150	7150	7150	7150	7150		
	HVAC Systems	13. Facilities	7173	7173	7173	7173	7173	7173	7173		1643
	Landscaping	13. Facilities	9700	9700	9700	9700	9700	9700	9700		1651
	Lighting	13. Facilities	7365	7365	7365	7365	7365	7365	7365	5504	
	Mechanical Systems	13. Facilities	7015	7015	7015	7015	7015	7015	7015	5015	1661
	Painting	13. Facilities	7520	7520	7520	7520	7520	7520	7520	5520	1676
	Signage	13. Facilities	7728	7728	7728	7728	7728	7728	7728		
	Waste Disposal	13. Facilities	7890	7890	7890	7890	7890	7890	7890	5890	
	Equip - Computer	14. Equipment	7001	7001	7001	7001	7001	7001	7001	5001	
	Equip - General	14. Equipment	7000	7000	7000	7000	7000	7000	7000	5000	
	Equip - Laborotary	14. Equipment	7002	7002	7002	7002	7002	7002	7002	7002	
	Equip - Rental	14. Equipment	7030	7030	7030	7030	7030	7030	7030	5030	
	Equip - Sports	14. Equipment	7003	7003	7003	7003	7003	7003	7003		
	Equip Main General	14. Equipment	7015	7015	7015	7015	7015	7015	7015	5015	
	Equip Maint Computers	14. Equipment	7020	7020	7020	7020	7020	7020	7020	5015	
	Equip Maint Elevators	14. Equipment	7025	7025	7025	7025	7025	7025	7025	5025	
	Cash Advance Return	15. Cash Advance	11-2-00000-81040-1233								