

Category	Expense Type	Travel and Expense Card	Departmental Purchasing Card	Prime Account Code	
				Domestic	International
01. PROFESSIONAL SERVICES	Advertising	X	●	6079	6079
01. PROFESSIONAL SERVICES	Marketing & Publicity	X	●	6078	6078
01. PROFESSIONAL SERVICES	Media & Publication	X	●	6080	6080
01. PROFESSIONAL SERVICES	Photography	X	●	6082	6082
02. AIR TRAVEL	Airfare	●	●	6732	6761
02. AIR TRAVEL	Airline Fees	●	●	6732	6761
03. LODGING	Hotel - Individual	●	●	6737	6766
03. LODGING	Hotel Tax	●	●	6737	6766
03. LODGING	Other Accommodations	●	●	6737	6766
03. LODGING	Total Sleeping Room Expense (excluding Tax)	●	●	6737	6766
03. LODGING	Hotel - Advanced Deposit	●	●	6737	6766
03. LODGING	Hotel - Group	●	●	6737	6766
04. GROUND TRANSPORT	Car Rental	●	●	6735	6764
04. GROUND TRANSPORT	Car Rental Fuel	●	●	6735	6764
04. GROUND TRANSPORT	Car Service/Limo	●	●	6735	6764
04. GROUND TRANSPORT	Coach Bus/Van Rental	●	●	6735	6764
04. GROUND TRANSPORT	Other Ground Transportation	●	●	6735	6764
04. GROUND TRANSPORT	Parking	●	●	6735	6764
04. GROUND TRANSPORT	Train	●	●	6735	6764
04. GROUND TRANSPORT	University Fleet - Fuel	●	●	6565	6565
04. GROUND TRANSPORT	Mileage - Personal Car	●	X	6735	6764
04. GROUND TRANSPORT	Tolls	●	X	6735	6764
05. FOOD & ENTERTAINMENT	Alcohol	●	●	6733	6762
05. FOOD & ENTERTAINMENT	Beverages	●	●	6701	6701
05. FOOD & ENTERTAINMENT	Catering Services	●	●	6085	6085

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05. FOOD & ENTERTAINMENT	Food Products - Grocery/Bulk	●	●	6703	6703
05. FOOD & ENTERTAINMENT	Group Meals/Entertainment <10 attendees	●	●	6791	6792
05. FOOD & ENTERTAINMENT	Group Meals/Entertainment 10+ attendees	●	●	6791	6792
05. FOOD & ENTERTAINMENT	Individual Meals	●	X	6736	6765
06. GROUPS & EVENTS	Baggage Portorage	X	●	6737	6766
06. GROUPS & EVENTS	Decor Services/Supplies	X	●	6088	6088
06. GROUPS & EVENTS	Event Manager Services	X	●	6088	6088
06. GROUPS & EVENTS	Groups and Events	X	●	6834	6834
06. GROUPS & EVENTS	Travel/Event Insurance	X	●	6834	6834
07. COMMUNICATIONS	Communication, Internet & Phone	●	●	6277	6277
08. OFFICE & GENERAL EXPENSES	Audio, Video & Film	●	●	6655	6655
08. OFFICE & GENERAL EXPENSES	Books & Periodicals - Electronic	●	●	6653	6653
08. OFFICE & GENERAL EXPENSES	Books & Periodicals - Printed	●	●	6652	6652
08. OFFICE & GENERAL EXPENSES	Computer Peripherals	●	●	6602	6602
08. OFFICE & GENERAL EXPENSES	Printing & Reproduction	●	●	6271	6271
08. OFFICE & GENERAL EXPENSES	Project Materials	●	●	6352	6352
08. OFFICE & GENERAL EXPENSES	Shipping & Postage	●	●	6313	6313
08. OFFICE & GENERAL EXPENSES	Subscriptions	●	●	6656	6656
08. OFFICE & GENERAL EXPENSES	General Office Supplies	●	●	6352	6352
08. OFFICE & GENERAL EXPENSES	Giveaways	X	●	6362	6362
08. OFFICE & GENERAL EXPENSES	Graphics	X	●	6359	6359
08. OFFICE & GENERAL EXPENSES	Minor Equipment & Art	X	●	6356	6356
08. OFFICE & GENERAL EXPENSES	Moving & Storage	X	●	6311	6311
08. OFFICE & GENERAL EXPENSES	Specialty Supplies	X	●	6360	6360
09. FEES	Conference Registration Fees	●	●	6738	6767

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09. FEES	Credit Card Fees	●	●	6875	6875
09. FEES	Medical Fees	●	●	6873	6873
09. FEES	Memberships, Dues & Certifications	●	●	6083	6083
09. FEES	Travel Agency Fee	●	●	6093	6093
09. FEES	Visa/Passport Fee	●	●	6736	6765
09. FEES	Licenses, Permits & Certificates	✗	●	6871	6871
09. FEES	Other Fees	✗	●	6877	6877
09. FEES	Royalties, Copyrights & Images	✗	●	6874	6874
10. SCIENTIFIC & MEDICAL SUPPLIES	Health & Safety Supplies	✗	●	6461	6461
10. SCIENTIFIC & MEDICAL SUPPLIES	Laboratory Supplies	✗	●	6456	6456
10. SCIENTIFIC & MEDICAL SUPPLIES	Medical Supplies	✗	●	6458	6458
10. SCIENTIFIC & MEDICAL SUPPLIES	Plastics	✗	●	6454	6454
10. SCIENTIFIC & MEDICAL SUPPLIES	Chemicals	✗	●	6451	6451
11. MAINTENANCE SUPPLIES	Bulk Materials	✗	●	6564	6564
11. MAINTENANCE SUPPLIES	Construction	✗	●	6563	6563
11. MAINTENANCE SUPPLIES	Fuel, Oil & Lubes	✗	●	6565	6565
11. MAINTENANCE SUPPLIES	General Maintenance	✗	●	6567	6567
11. MAINTENANCE SUPPLIES	Janitorial	✗	●	6566	6566
11. MAINTENANCE SUPPLIES	Vehicle Maintenance Supplies	✗	●	6568	6568
12. COMPUTER HARDWARE & SOFTWARE	Hardware - Other	✗	●	6602	6602
12. COMPUTER HARDWARE & SOFTWARE	Hardware - Audio/Visual	✗	●	6601	6601
12. COMPUTER HARDWARE & SOFTWARE	Software	✗	●	6604	6604
13. ACQUISITIONS	Other Acquisitions	✗	●	6655	6655
13. ACQUISITIONS	Graphic Acquisitions	✗	●	6657	6657
14. OTHER	Human Subject Payment	●	●	6087	6087

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14. OTHER	Laundry/Dry Cleaning	●	X	6736	6765
14. OTHER	Miscellaneous	●	X	6352	6352
14. OTHER	Tips	●	X	6736	6765
15. RENTAL EXPENSE	Sound, Stage & A/V Equipment	●	●	6907	6907
15. RENTAL EXPENSE	General, Office Equipment & Furniture	X	●	6902	6902
15. RENTAL EXPENSE	Non-University Space (Meeting/Event Room Expense)	X	●	6905	6905
15. RENTAL EXPENSE	Table Settings	X	●	6903	6903
16. FURNITURE & EQUIPMENT	Appliances	X	●	6358	6358
16. FURNITURE & EQUIPMENT	Athletic Gear	X	●	6354	6354
16. FURNITURE & EQUIPMENT	Furnishings & Finishes	X	●	6357	6357
17. UTILITIES	Electricity	X	●	6812	6812
17. UTILITIES	Fuels	X	●	6813	6813
17. UTILITIES	Heating Oil	X	●	6813	6813
17. UTILITIES	Natural Gas	X	●	6814	6814
17. UTILITIES	Water	X	●	6816	6816
18. PERSONAL EXPENSES	Personal Expense	●	X	5406	5406
19. TAXES	Other Taxes	X	●	6852	6852
Cash Advances	Cash Advance Issue	●	X	n/a	n/a
Cash Advances	Cash Advance Return	●	X	n/a	n/a