

Concur Expense Expense Type Mapping to York University General Ledger

Parent Expense Type	Expense Type Name	GL Account Name	G/L Account # (By Claimant Category)			
			Faculty	Support Staff	Visitor	Student
Automobile Expense	Fuel (for rental vehicle)	Vehicle Fuel - Gasoline	464000			
	Mileage	Mileage	401100	402100	402600	403100
	Mileage - Alternate	Mileage	401100	402100	402600	403100
	Parking	Travel-General	401000	402000	402500	403000
	Tolls (excl. 407), other vehicle (no GST/HST)	Travel-General	401000	402000	402500	403000
	Vehicle Rental	Vehicles	476000			
Communications	Cellular Phone - Hardware/Accessories	Equipment - Telephone/Data - under \$10,000	486700			
	Cellular Phone - Monthly , Data, etc.	Telephone Equipment Rental - Other	467400			
	Internet-Monthly (Business Portion)	Equipment - Telephone/Data - under \$10,000	486700			
	Long Distance, WiFi, & Other Communications	L.D./Telegrams	332000			
Computer	Computer - Equipment	Equipment - Computers - under \$10,000	486600			
	Computer - Repair and Maintenance	Repair and Maintenance - Computer Equipment	427000			
	Computer - Software	Computer Software - under \$10,000	487000			
	Computer - Software License Fees	Computer Software - License Fees	455000			
	Computer Supplies	Computer Supplies - General	304000			
Furniture & Equipment	Equipment - Audio Visual	Equipment - Audio Visual - under \$10,000	486200			
	Equipment - Laboratory/Teaching	Equipment - Laboratory/Teaching - under \$10,000	486000			
	Equipment - Office equipment	Equipment - Office equipment - under \$10,000	486100			
	Equipment - Other	Equipment-Other - under \$10,000	487900			
	Equipment - Printing/Duplicating	Equipment - Printing/Duplicating - under \$10,000	486300			
	Furnishings (limited eligibility)	Furnishings - under \$10,000	485000			
Hospitality	Events & Functions (Off-Campus Location)	Functions - External	406100			
	Events & Functions (On-Campus Location)	Functions - Campus	406000			
	Food & Beverage - Other	Food and Beverages	310010			
	Gifts	Donor/Other/Student Recognition/Prizes	384500			
	Hospitality (Off-Campus Location)	Hospitality - External	406300			
	Hospitality (On-Campus Location)	Hospitality - Campus	406200			
Individual Meals/Allowances	Incidentals	Travel-General	401000	402000	402500	403000
	Meal/Per Diem Allowance	Hotel/Accom/Food	401300	402300	402800	403300
	Supper Monies / Overtime Meals	Supper Monies	337000			
Lodging	Gratuitous Overnight Accommodation	Hotel/Accom/Food	401300	402300	402800	403300
	Hotel & Lodging	Hotel/Accom/Food	401300	402300	402800	403300
Other Fees/Services	Guest Lecturers/Honoraria (limited eligibility)	Guest Lecturers/Honoraria - non-York employees	195001			
	Professional/Technical Service (limited eligibility)	Professional & Tech Service Ben N/A	198001			
	Relocation Expenses	Relocation Expenses	404500	404600	N/A	404700
	Research Participant Fees (max. \$100 / participant)	Research Participant Fees	382503			
	Shipping-Receiving - General	Shipping-Receiving - General	334000			
Professional Development	Conference Fees	Conference Fees	401400	402400	402900	403400
	Employee Development (External course)	Employee Development External	414100			
	Membership Fees-Canada	Membership Fees - Canada	413000			
	Membership Fees-Other Countries	Membership Fees - Other Countries	413200			
	Membership Fees-US	Membership Fees - U.S.	413100			
	Other PER Expenses (CUPE 3903-2)	Professional Expense Allowance-CUPE-3903-2	383450			
	Other PER Expenses (Faculty)	Professional Expense Allowance-Faculty-Active	383400			
	Other PER Expenses (Senior Scholar)	Professional Expense Allowance-Faculty-Retired	384800			
Supplies	Athletic Supplies	Athletic Supplies	306000			
	Audio-Visual Supplies	Audio-Visual	305300			
	Books, Periodicals, Newspapers (GST only)	Books - Periodicals - Newspapers	333000			
	Exam-Thesis Costs	Exam-Thesis Costs	384200			
	Magazines, electronic books, other (HST only)	Books - Periodicals - Newspapers	333000			
	Office Supplies - General	Office Supplies - General	301000			
	On-Campus Events Supplies	On-Campus Events Supplies	305700			
	Postage	Postage - Other	331000			
	Printing & Photocopying	Printing and Photocopy - General	320900			
	Recruitment Supplies (non-Hospitality expenses)	Recruitment Expenses	404000	404100	N/A	404800
	Teaching & Research Supplies - General	Teaching and Research Supplies - General	305000			
	Theatre Production Supplies	Theatre Production Supplies	305600			
	Uniforms	Uniforms	309200			
Work-In-Progress (for CSBO use only)	Inventory	004100				
Transportation	Airfare	Airfare	401200	402200	402700	403200
	Municipal transit (tickets, tokens, etc.)	Travel-General	401000	402000	402500	403000
	Rail/Bus/Other	Travel-General	401000	402000	402500	403000
	Taxi	Travel-General	401000	402000	402500	403000
	Visas, vaccinations, & other travel costs	Travel-General	401000	402000	402500	403000
Personal	Personal	N/A				