

Type of Expense	Account	Account Description	Account Purpose	Category
Travel Expenses of Faculty	401000	Travel-General-Faculty	To record general expenses for faculty that are not categorized as mileage, airfare, hotel and conference expenses. E.g. taxi, busfare, train fare etc	Travel & Hospitality Expenses
	401100	Mileage-Faculty	To record mileage costs for faculty	
	401200	Airfare-Faculty	To record airfare costs for faculty	
	401300	Hotel Expense-Faculty	To record accommodation and food expenses for faculty (includes meals and per diems).	
	401400	Conference Fees-Faculty	To record conference fees for faculty	
Travel Expenses of Support Staff	402000	Travel-General-Support Staff	To record general travel expenses for staff that are not categorized as mileage, airfare, hotel and conference expenses. E.g. taxi, busfare, train fare etc	Travel & Hospitality Expenses
	402100	Mileage-Support Staff	To record mileage costs for support staff	
	402200	Airfare-Support Staff	To record airfare costs for support staff	
	402300	Hotel Expense-Support Staff	To record accommodation and food expenses for support staff (includes meals and per diems).	
	402400	Conference Fees--Support Staff	To record conference fees for support staff	
Travel Expenses of Others (such as students, external collaborators, etc.)	402500	Travel-General-Other	To record general travel expenses not categorized as mileage, airfare, hotel and conference expenses for other staff/students/consultants etc	Travel & Hospitality Expenses
	402600	Mileage-Other	To record mileage costs for other "staff" (not otherwise categorized) - e.g. mileage for consultants	

Type of Expense	Account	Account Description	Account Purpose	Category
	402700	Airfare-Other	To record airfare costs for other "staff" (not otherwise categorized) - e.g. airfare for consultants	
	402800	Hotel Expense-Other	To record accommodation and food expenses (such as meals and per diems) not otherwise categorized. E.g. accommodation & food for consultants	
	402900	Conference Fees--Other	To record conference fees for other "staff" (not otherwise categorized)	
Student Field Trips	403000	Travel - General - Field Trips - Students	General travel expenses for field trips taken by students.	Travel & Hospitality Expenses
Travel Expenses Incurred While Recruiting	404000	Recruitment Expenses - Faculty	Excludes Hospitality.	Travel & Hospitality Expenses
	404100	Recruitment Expenses - Support Staff	Excludes Hospitality.	
Travel Expenses of Visitors	405000	Visiting Speakers - Travel - General	Travel allowance for speakers hired by the University for various functions.	Travel & Hospitality Expenses
Hospitality	406000	Functions - Campus	Functions held on campus for the purpose of entertaining. For example holding a departmental dinner on university property. This account should be used for research grant function due to certain agency requirements.	Travel & Hospitality Expenses

Type of Expense	Account	Account Description	Account Purpose	Category
	406100	Functions - External	Functions held off campus for the purpose of entertaining. For example: holding a departmental dinner off university property. This account can be used for Research grant functions where such functions are allowed by the granting agency.	
	406200	Hospitality - Campus	Entertaining individuals on campus. For example: expensing dinner for business clients.	
	406300	Hospitality - External	Entertaining individuals off campus. For example: expensing dinner for business clients. This account can be used for Research grant functions where such functions are allowed by the granting agency	
Purchases of Supplies (of nominal value only*)	301000	Office Supplies - General	Supplies used within the office, for example pens, file folders, day timers etc.	Supplies Expenses
	304000	Computer Supplies - General	Cost of supplies for computer related items such as CDs, diskettes.	Supplies Expenses
	305000	Teaching and Research Supplies - General	Supplies used in aid of teaching and research.	Supplies Expenses
	333000	Books - Periodicals - Newspapers	Purchase of external publications for non-instructional purposes.	Other Expenses
Postage and shipping*	334000	Shipping-Receiving - General	Courier charges, etc.	Other Expenses

* Note that only nominal dollar supplies can be reimbursed through the expense claim process. For anything else, the purchase of goods and services must be acquired directly through Accounts Payable processes, in compliance with the University's [Procedure on the Procurement of Goods and Services](#).