

## Expense Claim Expense Type Definitions

As of October 20, 2016

EXPENSE TYPE	TYPES OF CHARGES	G/L ACCOUNT
Accommodations	Hotel accommodations	6171
Accommodations (Int'l Per Diem)	Accommodations with family or friends out of Canada	6171
Accommodations (Per Diem)	Accommodations with family or friends in Canada	6171
Airfare	Costs including airport improvement charges, travel agency fees, and baggage	6172
Books – electronic (CD, DVD, online only)	Electronic version of books, DVD's, music scores	6015
Books – printed (not CD or DVD)	Books (non-electronic versions)	6036
Bus Fare	Costs associated with bus travel	6174
Capital – Buildings (exterior)	Construction costs related to the exterior structure classified as buildings.	8050
Capital – Buildings (interior)	Renovation/construction costs related to the interior structure of a building	8040
Capital – Library Acquisitions	All print material (library books, periodicals, etc.), purchased as part of the Curriculum Lab and Library collections.	8093
Car Rental	All costs associated with rental vehicle operation from car rental companies, including rental agreements, gas and oil, repairs, etc.	6123
Catering	Prearranged food and beverage charges provided by a catering services provider not including restaurant charges, public relations, or meals non-travel.	6025
Cellular Charges	Charges relating to the use of cellular phones	6057
Computer-Desktop/Laptop (New)	New Desktop Computers and laptops (not used purchased from Surplus Sales). Put location in description.	6116
Computer-Parts/Accessories	Hard Drive, Memory, Battery, Repairs to computer (paid to a Company – not an individual)	6118
Duplicating	Duplicating services and copier charges, (eg. photocopier charges).	6016
Equipment (less than \$1000)	Miscellaneous equipment, furnishings, iPad, etc. costing less than \$1,000. This does not include software or new desktop or laptop computers	6118
Equipment (\$1000 to \$5000)	Other miscellaneous equipment costing between \$1,000 and \$5,000, (eg. projectors, microphones, microscopes, balances, switches, treadmills, etc.). Put location in description.	6117
Freight	Shipping, freight and delivery charges	6024
Freight In (Bookstore only)	Bookstore use only	
Fuel	Fuel purchased for rental vehicle	6123
Ground Transportation	Costs of travel associated with train or ferry	6174
Insurance	Charges for all insurance coverage	6196
Internet Access	Charges for the use of remote access to a data network	6058
Lab Instructional Supplies	All instructional supplies and teaching aids. This does not include charges for chemical products	6012
Materials & Supplies	Materials and supplies used in normal operations, not elsewhere specified in accounts	6015
Meal (Breakfast Int'l per diem)	Costs associated with breakfast purchased without a receipt outside of Canada	6175

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Meal (Breakfast per diem)	Costs associated with breakfast purchased without a receipt in Canada	6175
Meal (Daily Int'l per diem)	Costs associated with breakfast, lunch, and dinner purchased without a receipt outside of Canada	6175
Meal (Daily per diem)	Costs associated with breakfast, lunch, and dinner purchased without a receipt in Canada	6175
Meal (Dinner Int'l per diem)	Costs associated with dinner purchased without a receipt outside of Canada	6175
Meal (Dinner per diem)	Costs associated with dinner purchased without a receipt in Canada	6175
Meal (Lunch Int'l per diem)	Costs associated with lunch purchased without a receipt outside of Canada	6175
Meal (Lunch per diem)	Costs associated with lunch purchased without a receipt in Canada	6175
Meal (Public Relations)	Used to record food expenses to promote the University, generally used for hospitality functions	6030
Meals (Receipts) Non-Travel	Meal costs not associated with travel or external individuals, (eg., off campus staff meetings including a non-catered meal).	6040
Meal (Receipts) Travel	Meal costs incurred with a trip (include the detailed receipt along with credit card slip if applicable)	6175
Membership	Corporate membership to a professional or technical association as required by University departments, schools and faculties.	6081
Mileage (Other) per diem	Do not use	
Mileage per diem	Kilometers multiplied by the current kilometer rate	6173
Mileage per diem (International)	Kilometers primarily travelled in the United States multiplied by the current kilometer rate paid at the US rate	6173
Monitor < \$1,000	Monitor less than \$1000	6118
Parking	Parking Costs	6174
Payroll Deduction-Computer Purchase	Purchase of a computer through the computer purchase plan	5373
Prepaid (Fin Services use only)	Do not use	
Printer	Printer purchase	6118
Printing	Printing services charges, (eg. printing of brochures, posters, publishing journal articles/books, etc.).	6017
Public Relations	Expenses to promote the University (entertainment, flowers, visitor parking permits), generally used for hospitality functions	6030
Public Relations (alcohol)	Expense of alcohol to promote the University, generally used for hospitality functions	6030
Registration Fees	Registration fees in courses, conferences, meetings, workshops, etc. This does not include registration fees specifically related to training	6026
Relocation	All costs relating to actual relocation for new staff as per the relocation allowance agreement, (eg. mover's charges, transportation, meals, truck rentals, etc.).	6177
Rental - Facilities	Cost of renting space for classrooms, storage, etc.	6122
Resale items (Bookstore Only)	Do not use	6152
Software <\$5000	Computer software costing less than \$5,000	6111
Staff Prospects	All costs associated to the employee recruitment process including meals, airfare, hotels, mileage, per diems, etc.	6037

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EXPENSE TYPE	TYPES OF CHARGES	G/L ACCOUNT
Study Leave: Accommodations	Expenses incurred while on study leave (as per study leave contract)	5364
Study Leave: Airfare		
Study Leave: Ground Transportation		
Study Leave: Meals		
Study Leave: Mileage		
Study Leave: Shipping		
Subject payment	Costs associated with awards, trophies, prizes, research subject payments for participation in study/experiment, etc.	6039
Subscriptions	Magazines, newspapers, journals (including online versions of a printed subscription), cable, and satellite subscriptions	6027
Supplies - Stationery	Supplies used for administrative purposes, (eg. paper, pens, office supplies).	6011
Taxi	Costs of travel associated with a taxi	6174
Telephone Charges	Telephone charges incurred while travelling	6055
Training	Expenses associated with the upgrading of non- academic employees' skills, (eg. registration fees specifically related to training, books & supplies). This does not include travel expenses	6031
Travel Advance	Use as a separate line item to reverse amount of travel advance (record as a "-") on the same claim recording the appropriate expenses (note: total claim cannot be a negative)	1158