

Expense - Account Map

Category Name	Expense Type	Description of use	Multiple account codes for this expense type?	Account	If travel AND foreign
01-Travel	Travel Airfare		Yes	623500	623614
01-Travel	Travel Airfare Baggage Charges	Additional charges charged by airlines for checked baggage	Yes	623500	623614
01-Travel	Travel Airfare Ticket Tax		Yes	623500	623614
01-Travel	Travel Booking Fees	Includes agent fees	Yes	623570	623600
01-Travel	Travel Bus	Use for long distance bus travel (not commuter bus)	Yes	623542	623656
01-Travel	Travel Car Rental	All allowable car rental charges with the exception of fuel	Yes	623542	623656
01-Travel	Travel Car Rental Fuel	Fuel for rental car ONLY	Yes	623542	623656
01-Travel	Travel Car Service/Shuttle		Yes	623542	623656
01-Travel	Travel Ground Transportation	Use this expense type for unspecified ground transportation i.e. subway, bus and train commuting fares.	Yes	623542	623656
01-Travel	Travel International/OCONUS Meals	Used for international, Hawaii, and Alaska meals and use actuals	Yes		
01-Travel	Travel Internet Fee and Phone Usage		Yes	623570	623600
01-Travel	Travel Parking	Includes airport and hotel parking	Yes	623570	623600
01-Travel	Travel Personal Car Mileage		Yes	623542	623656
01-Travel	Travel Room Block Charges	Use when reserving or paying for a block of rooms	Yes	623514	623628
01-Travel	Travel Room Deposit (Pre-Paid)	Use when a hotel requires a prepayment. May use as a credit if deposit is reflected in the final hotel bill.	Yes	623514	623628
01-Travel	Travel Room Rate		Yes	623514	623628
01-Travel	Travel Taxi Fare		Yes	623542	623656
01-Travel	Travel Tolls		Yes	623542	623656
01-Travel	Travel Train Fare	Use for long distance train fare (not commuter train)	Yes	623542	623656
02-Hosting	Hosting Beverages	Need to attach attendee list if >= 10	No	623812	
02-Hosting	Hosting Entertainment-Other		No	623812	
02-Hosting	Hosting/Business Meals (Breakfast/Lunch)	Need to attach attendee list if >= 10	No	623812	

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02-Hosting	Hosting/Business Meals (Dinner)	Need to attach attendee list if >= 10	No	623812	
03-Communications	Business Call Charges		No	611700	
03-Communications	Cellular Phone Charges	Need to attach copies of itemized charges (front and back)	No	611150	
03-Communications	Internet Charges at Employee Residence		No	612435	
03-Communications	Pager Charges		No	611200	
04-Conference Planning	CP Beverages	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Breakfast/Lunch	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Conference Equipment and Supply Rental	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Decorations	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Dinner	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Entertainment	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Marketing	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Other Event/Conference Expenses	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Printing/Copying	Intended for conferences/large events organized by the University of Michigan.	No	614660	
04-Conference Planning	CP Room Block Charges	Use when reserving or paying for a block of rooms for conferences/large events organized by the University of Michigan	No	614660	
04-Conference Planning	CP Venue/Room Rental	Intended for conferences/large events organized by the University of Michigan.		614660	
05-Supplies	Building/Hardware Supplies		No	621160	
05-Supplies	Electronic Supplies		No	618500	
05-Supplies	Instructional Supplies		No	615500	
05-Supplies	Laboratory Supplies		No	618350	
05-Supplies	Medical Supplies		No	618450	
05-Supplies	Office Supplies		No	614440	
06-Computers	Computer & Peripheral Mtnce		No	612450	
06-Computers	Computer Programming		No	612350	

Category Name	Expense Type	Description of use	Multiple account codes for this expense type?	Account	If travel AND foreign
06-Computers	Computer Software		No	612100	
06-Computers	Computer Supplies		No	612050	
06-Computers	Computers Under \$5,000		No	614390	
07-Subject Fees	Subject Fees	The Subject Fee Form must be forwarded to Procurement Services for reporting purposes (do not scan/fax form with expense report due to the sensitive nature)	No	613100	
08-Company Car Expense	Car Wash of University Vehicle		No	623770	
08-Company Car Expense	Fuel for University Vehicle		No	623700	
09-Other	Advertising/Marketing/Public Relations		No	614540	
09-Other	Bank Fees	Includes issuing bank charges as well as non-issuing bank ATM charges	No	613225	
09-Other	Clothing/Wearing Apparel	University property ONLY	No	615890	
09-Other	Equipment and Supply Rental		No	615260	
09-Other	Equipment Fabrication		No	614060	
09-Other	Event Tickets		No	614583	
09-Other	Flowers and Decorations		No	614924	
09-Other	Freight/Shipping		No	614780	
09-Other	Gifts & Awards	See SPG for appropriate use	No	614573	
09-Other	Landscape Materials		No	621070	
09-Other	Laundry	Intended for travel related laundry charges for trips equal to or greater than 7 days	No	614840	
09-Other	Library Books (to be used by Libraries only)		No	615590	
09-Other	Licenses	Not including computer software licenses	No	614870	
09-Other	Meeting Room Fee		No	623200	
09-Other	Memberships & Dues	Does not include airport clubs/perks	No	614930	
09-Other	Merchandise Purchases		No	614412	
09-Other	Museum Artifacts		No	617065	
09-Other	Musical Instruments		No	615570	
09-Other	Personal	Use when charging travel meals to the PCard or room service as well as any other personal related charges	No	122400	
09-Other	Photographic/Electronic Media		No	614990	
09-Other	Postage		No	615020	

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09-Other	Printing/Copying		No	615110	
09-Other	Publications/Subscriptions/Books (non Cap)		No	615200	
09-Other	Recruitment Advertising		No	615230	
09-Other	Registration Fees	Includes conference fees	No	623868	
09-Other	Research Publication Costs		No	615220	
09-Other	Utilities (to be used by Utilities Dept only)		No	621300	
10-Cash Advance	Cash Advance		No	122400	
10-Cash Advance	Cash Advance Return		No	122400	
11-Athletics	Home Game Expenses		No	617030	
11-Athletics	Post Season Air Transportation		No	623835	
11-Athletics	Post Season Ground Transportation		No	623836	
11-Athletics	Post Season Hotel/Meals		No	623837	
11-Athletics	Post Season Other Expenses		No	617040	
11-Athletics	Recruiting Expenses-Other		No	615231	
11-Athletics	Recruiting Travel-Off Campus		No	623830	
11-Athletics	Recruiting Travel-Prospective Student Athletes		No	623820	
11-Athletics	Sports Equipment		No	617005	
11-Athletics	Sports Facilities Supplies		No	617075	
11-Athletics	Sports Supplies		No	617010	
11-Athletics	Sports Team Fundraising Expenses		No	617045	
11-Athletics	Vacation Board		No	617080	
11-Athletics	Video Services		No	614340	
DELIVERED CONCUR PCARD FUNCTIONALITY	ATM Cash Advance		No	122400	
DELIVERED CONCUR PCARD FUNCTIONALITY	Unused ATM Advance		No	122400	
DELIVERED CONCUR PER DIEM FUNCTIONALITY	Fixed Meals		Yes	623528	623642