

Frequently Used Account Codes

Travel

- 70270 **Travel**—Employee travel within the U.S.
- 70250 **Airfare**—Employee airfare within the U.S.
- 70260 **Foreign Travel**—Employee travel outside the U.S.
- 70251 **Foreign Airfare**—Employee airfare outside the U.S.
- 70280 **Registration Fee**—Conferences, seminars, classes, etc.

Meals

- 70360 **Guest Meal**—Meals that include donors, official guests, etc.
- 70285 **One-Day Meal**—Employee meal when there is no overnight stay.
- 70350 **Business Meal**—Meal that includes employees only.
- 70351 **Staff meal/Function**—Social function for staff. Ex. Holiday luncheons

Entertainment, etc.

- 70115 **Banquet Room Rental**—Rental of space for receptions, etc. Alumni Center, AU Hotel, Graystone, etc.
- 70365 **Entertainment Expenses**—Items purchased for guest entertainment purposes.
- 74250 **Entertainers**—Payments to musicians, singers, bands, and other performers.
- 70355 **Flowers/Décor**—Items for decorations at events, etc. Flowers for donors, etc.
- 70380 **Donor Memento**—Items purchased for specific donor/official guest.
- 70710 **Promotional Expenses**—Items with AU logo, under \$10 each. Pins, shakers, etc.

Awards

- 70910 **Award Supplies**—Retirement gifts (for faculty, prog #P501), plaques, trophies, purchased from vendor.
- 70455 **Non-employee Award**—Cash award to an individual.
- 70450 **Employee Award**—Cash award (Taxable income to employee)

Office Expenses

- 70070 **Postage/Stamps**—Items sent through regular mail.
- 70055 **Express Mail**—Items sent through express mail. FedEx, UPS, etc.
- 70050 **Cell Phones**—Cellular equipment, accessories, etc.
- 70935 **Office Supplies**—Pens, paper, staples, etc.
- 70780 **Office Printing**—Letterhead, invitations, envelopes, etc. (FlexDigital)
- 70945 **Other Expendable Supplies**—General supplies including batteries, coffee, etc.
- 71000 **Non-capital Computer Equipment**—Purchases under \$2500 per item.
- 71010 **Non-capital Furniture**—Purchases under \$2500 per item.
- 71020 **Non-capital Equipment**—Purchases under \$2500 per item.
- 74080 **Computer Equipment**—Purchases \$2500 and over per item.
- 74100 **Office Equipment**—Purchases \$2500 and over per item.
- 70835 **Subscriptions**—Magazine, newsletter, etc.
- 70850 **Book/Magazine**—Periodicals including books, magazines, newspaper, etc.

Fees/ Services

- 70650 **Membership Fee**—AU departmental memberships
- 74751 **License/Permit Fee**—Fees to register with states as a fundraising entity, etc.
- 70541 **Other Reportable/Taxable Services**—Non-professional services by individuals. Artists, designers, mailing services
- 70505 **Legal Fees**—Payments for legal services, legal settlements, patents.
- 70525 **Professional Services**—Payment for professional services requiring a license (Architects, bartenders, et al)
- 70545 **Accounting Fees**—Payment for accounting services. Auditors
- 70548 **Professional Fund Raising Fees**—Payment for fundraising/development consultants. J.F. Smith