Chart of Commonly Used Account numbers:

**General:**
- 163000 Wages for Temporary Hires (York Students)
- 263000 Benefits (York Students)
- 197001 Fee-consultants-Benefits N/A (non-York employees)
- 198001 Professional and Technical Services (external consultants)
- 301000 General office supplies
- 302000 Envelopes
- 304000 General computer supplies (e.g. blank CDs, etc.)
- 305000 Teaching & Research supplies – General (‘catch-all’)
- 305500 Animals and animal feed
- 305300 Audio-Visual
- 305400 CDs, DVDs
- 320900 Printing/Photocopying
- 325100 Paper
- 331000 Postage
- 332000 Long distance calls
- 333000 Books/periodicals
- 406100 Functions – External (functions held on-campus for the purpose of entertaining (e.g. holding a dinner on university property (e.g. for research grant functions where such functions are allowed by the granting agency)).
- 406300 Hospitality - External (entertaining individuals off-campus (e.g. expensing dinner for business clients. Can be used for Research grants only if allowed by agency).
- 413000 Membership Fees – Canada
- 413100 Membership Fees – U.S.A.
- 455000 Computer software licensing fees
- 482000 Equipment-lab (over 10K)
- 486000 Equipment-lab (under 10K)
- 486600 Computer equipment (under 10K)
- 487000 Computer software (under 10K)
- 482200 Equipment – Audio Visual – (over 10K)
- 486200 Equipment – Audio Visual – (under 10K)
- 475000 External Venue Rental

**Faculty:**
- **Travel**
  - 401000 Travel – General (including taxi, trains, buses, luggage fees, etc.)
  - 401100 Mileage
  - 401200 Airfare
  - 401300 Lodging + meals (including per diem, incidental expenses w/out receipts, gratuitous overnight accommodation)
  - 401400 Conference Fees

**Support Staff:**
- 402000 Travel – General (including taxi, trains, buses, luggage fees, etc.)
- 402100 Mileage
- 402200 Airfare
- 402300 Lodging + meals (including per diem, incidental expenses w/out receipts, gratuitous overnight accommodation)
- 402400 Conference Fees

**Other (e.g. students)**
- 402500 Travel – General (including taxi, trains, buses, luggage fees, etc.)
- 402600 Mileage
- 402700 Airfare
- 402800 Lodging + meals (including per diem, incidental expenses w/out receipts, gratuitous overnight accommodation)
- 402900 Conference Fees