

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 <u>on-campus</u> 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 <u>off-campus</u> (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 |