

Common Travel & Business Expense Claim Codes

Travel Expenses		Lab & Clinical Supplies	
Hospitality (e.g., meeting with colleague over lunch to discuss university matters, research)	62402	Supplies – chemicals/biochem	63251
Recruitment costs	62403	Supplies – electronic	63253
Relocation costs	62404	Supplies – field research	63254
Meals (i.e. for oneself)	62405	Supplies – glassware	63256
Surface transportation	62408	Supplies – misc. laboratory	63258
Auto KM (\$)	62409		
Travel – incidentals	62410	Supplies – Data Processing/Computers	
Field trips	62452	Supplies – data processing (e.g., printer cartridge)	63301
Visiting scientists expenses	62459		
		Miscellaneous Supplies	
Memberships and Training		Returnable containers (e.g., BOC gases)	63357
Education seminar	62551	Supplies – books & equipment	63358
Membership – misc.	62552	Supplies – cleaning (e.g., paper towels)	63360
Registration	62553	Supplies – electrical, lightbulbs	63362
Membership fees – various	62555	Supplies – misc. (e.g., cords)	63365
		Supplies – photographic	63366
Lease and Rental Payments			
Lease – misc.	62653	Postage/Freight/Courier Charges	
Lease – vehicle	62654	Freight/customs charges/courier	63501
Rental – equipment	62656	Mail – postage meter/stamps	63504
External Contracts and Services		Printing and Publication Charges	
Services – computer	62708	Materials – printing	63553
Services – contracted labour	62709	Reprints & binding	63554
Software & programs – PC	62710	Supplies – printing	63556
		Supplies – publications	63557
		Duplication costs	63558
Maintenance and Repairs			
Maint. – computer hardware	62752		
Maint. – computer software	62753	Equipment Purchases < \$5,000	
Maint. – field equipment	62756	Equip. – computer under \$5,000	63801
Maint. – instrument repair	62757	Equip. – furniture under \$5,000	63802
Maint. – lab and classroom equipment	62758	Equip. – misc. under \$5,000	63803
Maint. – misc. equipment	62759		
Maint. – office furniture & equipment	62760	Equipment Purchases > \$5,000	
		Equip. – classroom over \$5,000	63855
		Equip. – furniture over \$5,000	63856
Telephone/Fax			
Fax costs	63001	Equip. – office over \$5,000	63857
Telephone – equipment rental	63002	Equip. – scientific over \$5,000	63858
Classroom Supplies		Internal Charges	
Supplies – misc. teaching	63102	Graphics/print services	64161
		Library services charge (e.g., vendacard)	64282
Office Supplies		Parking charge	64351
Supplies – stationary & office	63201	Vehicle services charge	64513
		Work order charge	64533