

<b>Expense Type</b>	<b>Object Code</b>	<b>Description</b>
Supplies Instructional	54100	Teaching supplies
Software Instructional	54110	Teaching software > \$200.
Office Supplies	54300	
Supplies Non Instructional	54300	Events, misc. non-office or teaching supplies.
		Food for meetings, events. Must be pre-approved and
Food and Food Serv Non-Instr	54301	have list of attendees attached in Concur.
Software - Non Instructional	54310	> \$200
Personal/Contract Services	55100	
Software/License Fee		
Instructional	55110	Teaching software license fee
Software/License Fee Non		
Instructional	55130	
Airfare	55200	Basic fare
Airline Fees	55200	Luggage, etc. (upgrades not paid by District)
		Meal associated with travel at default per diem rate. No
Breakfast - per diem	55200	receipt required.
Car Rental	55200	Total cost of car rental
		Meal associated with travel at default per diem rate. No
Dinner - per diem	55200	receipt required.
Ground/Public Transportation	55200	Uber, Lyft, Light Rail, taxi, tolls, parking.
Hotel	55200	Room rate. Must itemize hotel bill.
Hotel Tax	55200	Combined taxes.
Lunch - per diem	55200	Meal associated with travel at per diem rate. No receipt
Personal Car Mileage	55200	Use Calculate Mileage in Concur
Registration Fee	55200	Conference or training fee
Train	55200	Railway ticket
Travel Misc.	55200	
Field Trip	55210	
Memberships/Subscriptions	55220	
Board Meeting Expenses	55240	
Operating Expense	55380	Amin Svcs only
Internet/Online Fees	55510	
Mobile/Cellular Phone	55510	Pre-authorized only
Garbage	55550	Maintenance only
Fuel	55560	Fuel for generators, fuel oil.
Laundry	55570	
Uniforms	55570	
Rentals	55610	Equipment or supply rental
Equipment Repair	55620	
Bank Fees	55700	P-Card bank fee or travel booking fee.
Passports/Visa Fees	55700	
		Services, such as design. Not physical items, which would
Advertising/Marketing	55711	be coded as Supplies Non-Instructional.

Printing/Photocopying/Stationery	55715
Postage/Shipping	55810
ASG Expense	55830 Clearing account for ASG only
Equipment > \$200	56411 Equipment > \$200
Payments to/for Students	57600

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Less than \$200 = supplies

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Equipment < \$200 code as Supplies