



# Account Code Mapping

- In Chrome River, users are no longer required to enter an account code for expenses
- The “tile” that is selected to classify each expense is associated with the appropriate account code. The appropriate account code will populate the feed to Banner
- The account code for travel reports will also be based on the “trip type” selected
- This file contains two tables: The first lists all tiles available in Chrome River, the report(s) on which each appears, the associated account code, and the definition for appropriate use of each, per the Controller’s Office, and the second provides the same information organized by account code
- Any reclassifications required after a report has been approved through Chrome River must be done through a Journal Voucher

**Chrome River Tile Descriptions**

<u>Parent</u>	<u>Title</u>	<u>Travel</u>	<u>Non-Travel</u>	<u>P-Card</u>	<u>Student</u>	<u>Account</u>	<u>Definition</u>
<b>Air Travel</b>		X		X	X		
	Airfare	X		X	X	7151-7156*	
	Baggage Fee	X		X	X	7151-7156*	
<b>Ground Transportation</b>		X	X	X	X		
	Car Rental	X		X	X	7151-7156*	
	Fuel	X	X	X	X	7151-7156*	
	Mileage	X	X		X	7151-7156*	
	Parking	X	X	X	X	7151-7156*	
	Public Transit	X	X	X	X	7151-7156*	
	Taxi/Car Service	X	X	X	X	7151-7156*	
	Tolls	X	X	X	X	7151-7156*	
	Train/Rail	X		X	X	7151-7156*	
	Bus/Charter Bus	X		X	X	7151-7156*	
<b>Hotel</b>		X		X	X		
<i>(under Itemize)</i>	Recurring	X		X	X	7151-7156*	
	Hotel - Lodging	X		X	X	7151-7156*	
	Hotel - Internet/Wifi	X		X	X	7151-7156*	
	Hotel - Parking	X		X	X	7151-7156*	
	Hotel - Meals	X		X	X	7151-7156*	
<i>(under Miscellaneous)</i>	Hotel - Laundry	X		X	X	7151-7156*	
	Hotel - Meeting Room Rental	X		X	X	7151-7156*	
	Hotel - Other	X		X	X	7151-7156*	
<b>Meals/Entertainment</b>		X	X	X	X		
	Meals - Per Diem Wizard	X			X	7151-7156*	
	Travel Meals	X		X	X	7151-7156*	
	Social Activities and Entertainment	X	X	X	X	7903	Includes departmental retreats, team building activities, and general entertainment costs.
	Alcoholic Beverages			X	X	7926	Purchases of alcohol other than retail purchases. Alcohol purchased while traveling does not have to be broken out into this account code. ABC permits would also be included in this account code.
	Hospitality/Receptions/Local Student Meals	X	X	X	X	7997	Receptions, general costs for guests (other than travel costs), and local meals with students.
	Business Meals		X	X		7997	Non-travel business meals.
	Tickets	X	X	X	X	7605	For purchases of tickets, both on and off campus, for employees or guests.
<b>Other/Misc Travel Expenses</b>		X		X	X	7151-7156*	
<b>Materials and Supplies</b>			X	X	X		
	Printing		X	X	X	7072	Used by Printing Services for print charges. Paper, ink, and other similar expenses for other areas should be charged to 7028 - Office Supplies.
	Office Supplies		X	X	X	7028	Includes office supplies, paper, flowers, computer supplies, miscellaneous non-capital expenses, and any other item consumed in an office environment.
	Postage and Shipping		X	X	X	7081	Include expenses for mailing and shipping services including stamps, postage meters, stamped envelopes, and permit fees. Generally any expense for USPS, UPS, or FedEx would be in this category.
	General Materials/Supplies		X	X	X	7029	
	Books (Non-Library)		X	X	X	7311	
	Printing Supplies		X	X	X	7078	
	Lab Supplies		X	X	X	7011	Primarily used by academic departments for purchases of laboratory supplies, chemicals, glassware, and other supplies used for research and instructional purposes.
	Uniforms		X	X	X	7014	Costs for purchasing required employee uniforms including clothing, shoes, and any required accessories.
	Retail Sales Supplies		X	X	X	7017	

<u>Parent</u>	<u>Title</u>	<u>Travel</u>	<u>Non-Travel</u>	<u>P-Card</u>	<u>Student</u>	<u>Account</u>	<u>Definition</u>
	Marketing and Promotions		X	X	X	7025	Include expenses for services and materials for promotional, public relations, and advertising items.
	Medical Supplies		X	X	X	7058	Generally used by the wellness areas on campus such as Student Health Center for any medical supplies.
	Freight		X	X	X	7092	Include expenditures for package delivery and freight services provided by common or contract carrier or hired vehicle for the outbound movement of commodities domestically or internationally. This typically would NOT include UPS, USPS, or FedEx.
	Hazardous Materials		X	X	X	7095	Expenses associated with the purchasing and handling of materials that are an item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Does not include hazardous medical supplies.
<b>Conference Registration Fees</b>		<b>X</b>				<b>7151-7156*</b>	
<b>Cash Advance Return</b>		<b>X</b>	<b>X</b>		<b>X</b>		
<b>Telecom Use</b>			<b>X</b>	<b>X</b>	<b>X</b>		
	Telephone Tolls		X	X	X	7193	Reserved for use by Telecom.
	Cellular Telephones		X	X	X	7198	Reserved for use by Telecom.
	Telephone Long Distance		X	X	X	7194	Reserved for use by Telecom.
	Telephone Line Lead			X		7195	Reserved for use by Telecom.
	Cable TV Service			X		7196	Reserved for use by Telecom.
<b>Awards/Prizes/Incentives</b>			<b>X</b>	<b>X</b>	<b>X</b>		
	Awards and Prizes		X	X	X	7574	Expenses for monetary prizes. Typically this would used for yearend student awards. Contact the Controller's Office prior to purchasing gift cards for awards.
	Non-Cash Awards and Prizes		X	X	X	7057	Trophies, plaques, and other non-cash awards or prizes. Contact the Controller's Office prior to purchasing gift cards for awards.
	Research Participants		X	X	X	7581	Contact the Controller's Office prior to purchasing gift cards for research participants.
<b>Maintenance</b>			<b>X</b>	<b>X</b>	<b>X</b>		
	Equipment Repair		X	X	X	7251	Parts and labor costs for a repair of campus equipment.
	Service Contracts			X		7253	Purchased contract cost for maintenance services. Examples include a roofing contract, HVAC repair contract, etc.
	Vehicle Repair		X	X	X	7256	Parts and labor costs for repair of a campus vehicle.
	Other Repair and Maintenance		X	X	X	7255	Parts and labor costs associated with repairs and maintenance not otherwise categorized.
	Maintenance Supplies		X	X	X	7257	Supplies purchases for maintenance services such as non-capital tools, materials, etc.
<b>Non-Capital Equipment</b>			<b>X</b>	<b>X</b>	<b>X</b>		
	Hardware		X	X	X	7231	All information technology equipment (computers, monitors, printers, etc.) that are under the capitalization threshold of \$5,000. Should not include computer cables, computer mouse, keyboard, etc. that should be classified as office supplies.
	Software		X	X	X	7233	Software purchases, include software licenses, that are under the capitalization threshold of \$5,000.
	Collections/Artwork/Rare Books		X	X	X	7235	Rarely used outside of the library or museum departments. Exists for recording a purchase of special collections.
	Other Equipment		X	X	X	7249	Typically lab equipment or other academic equipment that does not fit into another equipment category and is under the capitalization threshold of \$5,000.
<b>Capital Equipment</b>				<b>X</b>			
	Hardware - Cap			X		7211	All information technology equipment (computers, monitors, printers, servers, etc.) that exceeds the capitalization threshold of \$5,000.
	Software - Cap			X		7213	Software purchases, include software licenses, that exceed the capitalization threshold of \$5,000.

<u>Parent</u>	<u>Title</u>	<u>Travel</u>	<u>Non-Travel</u>	<u>P-Card</u>	<u>Student</u>	<u>Account</u>	<u>Definition</u>
	Telecommunications Equip - Cap			X		7221	Typically capitalized equipment for purchases of communications equipment installed in new or refurbished buildings.
	Furniture - Cap			X		7226	Furniture purchases over \$5,000.
	Other Equipment - Cap			X		7229	Equipment purchases over \$5,000 that is not otherwise categorized.
<b>Rentals and Leases</b>			X	X	X		
	Rentals		X	X	X	7111	Consult with the Accounting Office before using this account code.
	Lease		X	X	X	7123	Consult with the Accounting Office before using this account code.
<b>Refunds of Revenue</b>			X		X		
	Agency Credits - Refunds		X		X	5899	
	Library Book Replacement Fee - Refunds		X		X	5868	
	Non-Credit/Special Programs - Refunds		X		X	5111	
<b>Athletics Use</b>			X				
	Game Guarantees		X			7109	Used by Athletics.
	Athletic Recruiting		X	X		7156	Used by Athletics.
<b>Campus Services Use</b>			X	X	X		
	Laundry and Linen Services		X	X	X	7013	Generally used by Campus Services for laundry contracts. Should NOT be used for purchases of linens or laundry supplies.
	Contract Printing		X	X	X	7074	Reserved for use by Campus Services.
	Printing Stock		X	X	X	7073	
	Provisions - Food Services		X	X	X	7043	Reserved for use by Campus Services.
	Cleaning Supplies		X	X	X	7016	Primarily used by Campus Services and Facilities for chemicals and other products used to maintain facilities and dining centers.
	Cost of Sales - Post Office			X		7084	
	Cost of Sales - Metered Mail			X		7085	
	Cost of Sales - Business Reply Mail			X		7086	
	Cost of Sales - Bulk Mail			X		7088	
	Cost of Sales - ABC Purchases			X		7047	Used only for retail operations.
	Cost of Sales			X		7042	Used only for retail operations.
<b>Facilities Use</b>			X	X			
	Arch/Engineering/Consulting Fees			X		7731	Reserved for use by Facilities.
	Construction Costs			X		7717	Reserved for use by Facilities.
	Campus Improvements			X		7732	Reserved for use by Facilities.
	Landscaping/Site Improvements			X		7733	Reserved for use by Facilities.
	General Materials		X	X		7029	Should not be generally used by campus. Commonly will be used by Campus Services and Facilities for purchases of materials for specific construction projects.
	Furniture (Non-Capital)		X	X		7241	Furniture purchases under \$5,000.
	Waste/Recycling			X		7288	Reserved for use by Facilities.
	Fuel Oil			X		7292	Reserved for use by Facilities.
	Bottled Gas			X		7296	Reserved for use by Facilities.
	Gasoline and Diesel Fuel		X	X		7298	Reserved for use by Facilities.
	Natural Gas			X		7297	Reserved for use by Facilities.
	Electricity			X		7295	Reserved for use by Facilities.
	Water and Sewage			X		7294	Reserved for use by Facilities.
	Other Utilities			X		7299	Reserved for use by Facilities.
<b>Library Use</b>				X			
	Books			X		7311	Reserved for use by University libraries.
	Serials			X		7314	Reserved for use by University libraries.
	Serials - Supplementals			X		7353	Reserved for use by University libraries.
	Audio CDs			X		7317	Reserved for use by University libraries.
	Scores			X		7318	Reserved for use by University libraries.
	Streaming			X		7331	Reserved for use by University libraries.
	Film			X		7332	Reserved for use by University libraries.

<u>Parent</u>	<u>Title</u>	<u>Travel</u>	<u>Non-Travel</u>	<u>P-Card</u>	<u>Student</u>	<u>Account</u>	<u>Definition</u>
	Performance Rights			X		7334	Reserved for use by University libraries.
	Continuations			X		7343	Reserved for use by University libraries.
	Digital Collections			X		7354	Reserved for use by University libraries.
	Copyright			X		7355	Reserved for use by University libraries.
	Interlibrary Loan			X		7361	Reserved for use by University libraries.
	Research Databases			X		7362	Reserved for use by University libraries.
	Bibliographic Services			X		7369	Reserved for use by University libraries.
<b>Risk Management Use</b>			X	X	X		
	Insurance Premiums		X	X	X	7601	Reserved for use by Risk Management.
	Insurance Losses		X	X	X	7629	Reserved for use by Risk Management.
<b>Professional Services and Contracts</b>			X	X	X		
	Subscriptions and Non-Prof Memberships		X	X	X	7031	Subscriptions for journals, newspaper, etc. that does not involve University libraries. Membership fees that do not relate to an academic department or persons profession should also be charged here.
	Training/Seminar Fees		X	X	X	7121	Used for registration fees, webinar costs, and other fees generally associated with the non-travel costs of professional development.
	Prof Dues/Fees/Memberships		X	X	X	7032	Include expenses for memberships to professional organizations, such as the ABA, AICPA, etc. Also, notary commissions. Use for expense for employee dues as well as a general membership for a department.
	License Fees		X	X	X	7107	Purchase of a license to use a product or service. Includes software licenses. Do not include professional license fees.
	Conference Registration Fees		X	X	X	7151-7156*	
	Professional and Contract Services		X	X	X	7101	
	Honoraria		X	X		7102	Payment paid to a speaker , who is not an employee or student, for a special and non-recurring activity or event. Include fees paid to guest speakers at university seminars, conferences, and other events (i.e. convocation). Typically, speaker fees are under a formal contract. Travel costs associated with bringing a speaker to campus should use 7152 - Non-employee travel.
	Legal Services			X	X	7103	Costs of any legals services.
	Audit Services			X		7104	Costs for outside audit services.
	Application Fees		X	X	X	7112	Fees charged for processing an application for goods or service. For example, passport application fees.
	Manager Fees		X	X		7105	Consult with the Controller's Office prior to use.
	Medical Services			X	X	7119	Generally used by University health services.
	Sponsorships			X		7115	Costs associated with the University sponsoring an event or activity.
<b>Intl A/P Tax Withheld</b>		X				<b>2109</b>	<b>Reserved for use by International Taxation.</b>
<b>Controller's Office Use</b>					X		
	Loan Reduction Fund				X	7612	Reserved for use by Controller's Office.

\*Account depends on "trip type" selected on expense. See below:

- 7151 - Employee
- 7152 - Non-Employee
- 7153 - Student
- 7154 - Athletic Team
- 7156 - Recruiting

### Chrome River Tiles by Account Number

Account	Title	Parent Title	Travel	Non-Travel	P-Card	Student	Definition
2109	Intl A/P Tax Withheld	Intl A/P Tax Withheld	X				Reserved for use by International Taxation.
5111	Non-Credit/Special Programs - Refunds	Refunds of Revenue		X		X	
5868	Library Book Replacement Fee - Refunds	Refunds of Revenue		X		X	
5899	Agency Credits - Refunds	Refunds of Revenue		X		X	
7011	Lab Supplies	Materials and Supplies		X	X	X	Primarily used by academic departments for purchases of laboratory supplies, chemicals, glassware, and other supplies used for research and instructional purposes.
7013	Laundry and Linen Services	Campus Services Use		X	X	X	Generally used by Campus Services for laundry contracts. Should NOT be used for purchases of linens or laundry supplies.
7014	Uniforms	Materials and Supplies		X	X	X	Costs for purchasing required employee uniforms including clothing, shoes, and any required accessories.
7016	Cleaning Supplies	Campus Services Use		X	X	X	Primarily used by Campus Services and Facilities for chemicals and other products used to maintain facilities and dining centers.
7017	Retail Sales Supplies	Materials and Supplies		X	X	X	
7025	Marketing and Promotions	Materials and Supplies		X	X	X	Include expenses for services and materials for promotional, public relations, and advertising items.
7028	Office Supplies	Materials and Supplies		X	X	X	Includes office supplies, paper, flowers, computer supplies, miscellaneous non-capital expenses, and any other item consumed in an office environment.
7029	General Materials/Supplies	Materials and Supplies		X	X	X	
7029	General Materials	Facilities Use		X	X		Should not be generally used by campus. Commonly will be used by Campus Services and Facilities for purchases of materials for specific construction projects.
7031	Subscriptions and Non-Prof Memberships	Professional Services and Contracts		X	X	X	Subscriptions for journals, newspaper, etc. that does not involve University libraries. Membership fees that do not relate to an academic department or persons profession should also be charged here.
7032	Prof Dues/Fees/Memberships	Professional Services and Contracts		X	X	X	Include expenses for memberships to professional organizations, such as the ABA, AICPA, etc. Also, notary commissions. Use for expense for employee dues as well as a general membership for a department.
7042	Cost of Sales	Campus Services Use			X		Used only for retail operations.
7043	Provisions - Food Services	Campus Services Use		X	X	X	Reserved for use by Campus Services.
7047	Cost of Sales - ABC Purchases	Campus Services Use			X		Used only for retail operations.
7057	Non-Cash Awards and Prizes	Awards/Prizes/Incentives		X	X	X	Trophies, plaques, and other non-cash awards or prizes. Contact the Controller's Office prior to purchasing gift cards for awards.
7058	Medical Supplies	Materials and Supplies		X	X	X	Generally used by the wellness areas on campus such as Student Health Center for any medical supplies.
7072	Printing	Materials and Supplies		X	X	X	Used by Printing Services for print charges. Paper, ink, and other similar expenses for other areas should be charged to 7028 - Office Supplies.
7073	Printing Stock	Campus Services Use		X	X	X	
7074	Contract Printing	Campus Services Use		X	X	X	Reserved for use by Campus Services.
7078	Printing Supplies	Materials and Supplies		X	X	X	

Account	Title	Parent Title	Travel	Non-Travel	P-Card	Student	Definition
7081	Postage and Shipping	Materials and Supplies		X	X	X	Include expenses for mailing and shipping services including stamps, postage meters, stamped envelopes, and permit fees. Generally any expense for USPS, UPS, or FedEx would be in this category.
7084	Cost of Sales - Post Office	Campus Services Use			X		
7085	Cost of Sales - Metered Mail	Campus Services Use			X		
7086	Cost of Sales - Business Reply Mail	Campus Services Use			X		
7088	Cost of Sales - Bulk Mail	Campus Services Use			X		
7092	Freight	Materials and Supplies		X	X	X	Include expenditures for package delivery and freight services provided by common or contract carrier or hired vehicle for the outbound movement of commodities domestically or internationally. This typically would NOT include UPS, USPS, or FedEx.
7095	Hazardous Materials	Materials and Supplies		X	X	X	Expenses associated with the purchasing and handling of materials that are an item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Does not include hazardous medical supplies.
7101	Professional and Contract Services	Professional Services and Contracts		X	X	X	
7102	Honoraria	Professional Services and Contracts		X	X		Payment paid to a speaker , who is not an employee or student, for a special and non-recurring activity or event. Include fees paid to guest speakers at university seminars, conferences, and other events (i.e. convocation). Typically, speaker fees are under a formal contract. Travel costs associated with bringing a speaker to campus should use 7152 - Non-employee travel.
7103	Legal Services	Professional Services and Contracts			X	X	Costs of any legal services.
7104	Audit Services	Professional Services and Contracts			X		Costs for outside audit services.
7105	Manager Fees	Professional Services and Contracts		X	X		Consult with the Controller's Office prior to use.
7107	License Fees	Professional Services and Contracts		X	X	X	Purchase of a license to use a product or service. Includes software licenses. Do not include professional license fees.
7109	Game Guarantees	Athletics Use		X			Used by Athletics.
7111	Rentals	Rentals and Leases		X	X	X	Consult with the Accounting Office before using this account code.
7112	Application Fees	Professional Services and Contracts		X	X	X	Fees charged for processing an application for goods or service. For example, passport application fees.
7115	Sponsorships	Professional Services and Contracts			X		Costs associated with the University sponsoring an event or activity.
7119	Medical Services	Professional Services and Contracts			X	X	Generally used by University health services.
7121	Training/Seminar Fees	Professional Services and Contracts		X	X	X	Used for registration fees, webinar costs, and other fees generally associated with the non-travel costs of professional development.
7123	Lease	Rentals and Leases		X	X	X	Consult with the Accounting Office before using this account code.
7151-7156*	Airfare	Air Travel	X		X	X	
7151-7156*	Baggage Fee	Air Travel	X		X	X	
7151-7156*	Car Rental	Ground Transportation	X		X	X	
7151-7156*	Fuel	Ground Transportation	X	X	X	X	

Account	Title	Parent Title	Travel	Non-Travel	P-Card	Student	Definition
7151-7156*	Mileage	Ground Transportation	X	X		X	
7151-7156*	Parking	Ground Transportation	X	X	X	X	
7151-7156*	Public Transit	Ground Transportation	X	X	X	X	
7151-7156*	Taxi/Car Service	Ground Transportation	X	X	X	X	
7151-7156*	Tolls	Ground Transportation	X	X	X	X	
7151-7156*	Train/Rail	Ground Transportation	X		X	X	
7151-7156*	Bus/Charter Bus	Ground Transportation	X		X	X	
7151-7156*	Recurring	Hotel	X		X	X	
7151-7156*	Hotel - Lodging	Hotel	X		X	X	
7151-7156*	Hotel - Internet/Wifi	Hotel	X		X	X	
7151-7156*	Hotel - Parking	Hotel	X		X	X	
7151-7156*	Hotel - Meals	Hotel	X		X	X	
7151-7156*	Hotel - Meeting Room Rental	Hotel	X		X	X	
7151-7156*	Hotel - Laundry	Hotel	X		X	X	
7151-7156*	Hotel - Other	Hotel	X		X	X	
7151-7156*	Meals - Per Diem Wizard	Meals/Entertainment	X			X	
7151-7156*	Travel Meals	Meals/Entertainment	X		X	X	
7151-7156*	Other/Misc Travel Expenses	Other/Misc Travel Expenses	X		X	X	
7151-7156*	Conference Registration Fees	Conference Registration Fees	X				
7151-7156*	Conference Registration Fees	Professional Services and Contracts		X	X	X	
7156	Athletic Recruiting	Athletics Use		X	X		Used by Athletics.
7193	Telephone Tolls	Telecom Use		X	X	X	Reserved for use by Telecom.
7194	Telephone Long Distance	Telecom Use		X	X	X	Reserved for use by Telecom.
7195	Telephone Line Lead	Telecom Use			X		Reserved for use by Telecom.
7196	Cable TV Service	Telecom Use			X		Reserved for use by Telecom.
7198	Cellular Telephones	Telecom Use		X	X	X	Reserved for use by Telecom.
7211	Hardware - Cap	Capital Equipment			X		All information technology equipment (computers, monitors, printers, servers, etc.) that exceeds the capitalization threshold of \$5,000.
7213	Software - Cap	Capital Equipment			X		Software purchases, include software licenses, that exceed the capitalization threshold of \$5,000.
7221	Telecommunications Equip - Cap	Capital Equipment			X		Typically capitalized equipment for purchases of communications equipment installed in new or refurbished buildings.
7226	Furniture - Cap	Capital Equipment			X		Furniture purchases over \$5,000.
7229	Other Equipment - Cap	Capital Equipment			X		Equipment purchases over \$5,000 that is not otherwise categorized.
7231	Hardware	Non-Capital Equipment		X	X	X	All information technology equipment (computers, monitors, printers, etc.) that are under the capitalization threshold of \$5,000. Should not include computer cables, computer mouse, keyboard, etc. that should be classified as office supplies.
7233	Software	Non-Capital Equipment		X	X	X	Software purchases, include software licenses, that are under the capitalization threshold of \$5,000.
7235	Collections/Artwork/Rare Books	Non-Capital Equipment		X	X	X	Rarely used outside of the library or museum departments. Exists for recording a purchase of special collections.
7241	Furniture (Non-Capital)	Facilities Use		X	X		Furniture purchases under \$5,000. Reserved for use by Facilities.



Account	Title	Parent Title	Travel	Non-Travel	P-Card	Student	Definition
7249	Other Equipment	Non-Capital Equipment		X	X	X	Typically lab equipment or other academic equipment that does not fit into another equipment category and is under the capitalization threshold of \$5,000.
7251	Equipment Repair	Maintenance		X	X	X	Parts and labor costs for a repair of campus equipment.
7253	Service Contracts	Maintenance			X		Purchased contract cost for maintenance services. Examples include a roofing contract, HVAC repair contract, etc.
7255	Other Repair and Maintenance	Maintenance		X	X	X	Parts and labor costs associated with repairs and maintenance not otherwise categorized.
7256	Vehicle Repair	Maintenance		X	X	X	Parts and labor costs for repair of a campus vehicle.
7257	Maintenance Supplies	Maintenance		X	X	X	Supplies purchases for maintenance services such as non-capital tools, materials, etc.
7288	Waste/Recycling	Facilities Use			X		Reserved for use by Facilities.
7292	Fuel Oil	Facilities Use			X		Reserved for use by Facilities.
7294	Water and Sewage	Facilities Use			X		Reserved for use by Facilities.
7295	Electricity	Facilities Use			X		Reserved for use by Facilities.
7296	Bottled Gas	Facilities Use			X		Reserved for use by Facilities.
7297	Natural Gas	Facilities Use			X		Reserved for use by Facilities.
7298	Gasoline and Diesel Fuel	Facilities Use		X	X		Reserved for use by Facilities.
7299	Other Utilities	Facilities Use			X		Reserved for use by Facilities.
7311	Books (Non-Library)	Materials and Supplies		X	X	X	
7311	Books	Library Use			X		Reserved for use by University libraries.
7314	Serials	Library Use			X		Reserved for use by University libraries.
7317	Audio CDs	Library Use			X		Reserved for use by University libraries.
7318	Scores	Library Use			X		Reserved for use by University libraries.
7331	Streaming	Library Use			X		Reserved for use by University libraries.
7332	Film	Library Use			X		Reserved for use by University libraries.
7334	Performance Rights	Library Use			X		Reserved for use by University libraries.
7343	Continuations	Library Use			X		Reserved for use by University libraries.
7353	Serials - Supplementals	Library Use			X		Reserved for use by University libraries.
7354	Digital Collections	Library Use			X		Reserved for use by University libraries.
7355	Copyright	Library Use			X		Reserved for use by University libraries.
7361	Interlibrary Loan	Library Use			X		Reserved for use by University libraries.
7362	Research Databases	Library Use			X		Reserved for use by University libraries.
7369	Bibliographic Services	Library Use			X		Reserved for use by University libraries.
7574	Awards and Prizes	Awards/Prizes/Incentives		X	X	X	Expenses for monetary prizes. Typically this would used for yearend student awards. Contact the Controller's Office prior to purchasing gift cards for awards.
7581	Research Participants	Awards/Prizes/Incentives		X	X	X	Contact the Controller's Office prior to purchasing gift cards for research participants.
7601	Insurance Premiums	Risk Management Use		X	X	X	Reserved for use by Risk Management.
7605	Tickets	Meals/Entertainment	X	X	X	X	For purchases of tickets, both on and off campus, for employees or guests.
7612	Loan Reduction Fund	Controller's Office Use				X	Reserved for use by Controller's Office.
7629	Insurance Losses	Risk Management Use		X	X	X	Reserved for use by Risk Management.
7717	Construction Costs	Facilities Use			X		Reserved for use by Facilities.
7731	Arch/Engineering/Consulting Fees	Facilities Use			X		Reserved for use by Facilities.
7732	Campus Improvements	Facilities Use			X		Reserved for use by Facilities.
7733	Landscaping/Site Improvements	Facilities Use			X		Reserved for use by Facilities.

<b>Account</b>	<b>Title</b>	<b>Parent Title</b>	<b>Travel</b>	<b>Non-Travel</b>	<b>P-Card</b>	<b>Student</b>	<b>Definition</b>
7903	Social Activities and Entertainment	Meals/Entertainment	X	X	X	X	Includes departmental retreats, team building activities, and general entertainment costs.
7926	Alcoholic Beverages	Meals/Entertainment			X	X	Purchases of alcohol other than retail purchases. Alcohol purchased while traveling does not have to be broken out into this account code. ABC permits would also be included in this account code.
7997	Hospitality/Receptions/Local Student Meals	Meals/Entertainment	X	X	X	X	Receptions, general costs for guests (other than travel costs), and local meals with students.
7997	Business Meals	Meals/Entertainment		X	X		Non-travel business meals.

\*Account depends on "trip type" selected on expense. See below:

- 7151 - Employee
- 7152 - Non-Employee
- 7153 - Student
- 7154 - Athletic Team
- 7156 - Recruiting