School of General Arts & Sciences

Department Code: 421001

Account Codes for Expense Reports

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| **Account** | **Account Description** |
| 53311 | Advertising and Promotions |
| 53021 | Books |
| 53032 | Computer and Laptops |
| 53013 | Duplicating |
| 53714 | Guest Speakers |
| 53103 | Hospitality |
| 53011 | Instructional Supplies |
| 53706 | Membership and dues |
| 53055 | Name Tags (Supplies Others) |
| 53105 | PD Travel and Accommodations |
| 53201 | PD Professional Development – Conference fee |
| 53051 | Supplies Office |
| 53055 | Supplies Other |
| 53716 | Telephone (i.e. Cogeco, Nexicom, etc. ) – Contract Services Other |
| 53101 | Travel and Accommodations (for work purpose, meetings, etc.) |
| 53102 | Travel Intercampus (please see mileage allowance chart for inter-campus travel) |
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