Concur Expense Types and Associated Account Codes Cheat Sheet *(current as of June 5, 2023)*

'Expense Type'		Related Account Codes	
Group Expense	**'Expense Type' Name**	**Default Account Code**	**Other Available Account Codes**
01. Travel Expenses	Accommodations	719100 - Conference, Meeting Travel - General	• 719102 - Conference, Meeting Travel - Meals/Accommodation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719603 - Faculty Relocation Costs • 719501 - Local Meal Costs • 719200 - Faculty/Staff Recruit Travel - General
	Daily Allowance	719100 - Conference, Meeting Travel - General	• 719102 - Conference, Meeting Travel - Meals/Accommodation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719603 - Faculty Relocation Costs • 719501 - Local Meal Costs • 719200 - Faculty/Staff Recruit Travel – General
	Incidentals - Canada/US	719100 - Conference, Meeting Travel - General	• 719300 - Field Trip Travel - General Costs • 717211 - Other Supporting Research Services • 717100 - Contrib'n to Student Group Activity • 710025 - Shop Supplies Exp • 719104 - Travel - Registration Fee
	Incidentals - Outside Canada/US	719100 - Conference, Meeting Travel - General	• 719300 - Field Trip Travel - General Costs • 717211 - Other Supporting Research Services • 717100 - Contrib'n to Student Group Activity • 710025 - Shop Supplies Exp • 719104 - Travel - Registration Fee

'Expense Type'		Related Account Codes	
Group Expense	'Expense Type' Name	Default Account Code	Other Available Account Codes
02. Transportation	Airfare	719100 - Conference, Meeting Travel - General	• 719103 - Conference, Meeting Travel – Air • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719200 - Faculty/Staff Recruit Travel – General
	Bus	719100 - Conference, Meeting Travel - General	• 719101 - Conference, Meeting Travel – Surface Transportation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719001 - Recruitment Events
02. Transportation	Car Rental	719100 - Conference, Meeting Travel - General	• 719101 - Conference, Meeting Travel – Surface Transportation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719001 - Recruitment Events
	Fuel	719100 - Conference, Meeting Travel - General	• 719101 - Conference, Meeting Travel – Surface Transportation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719001 - Recruitment Events

'Expense Type'		Related Account Codes	
Group Expense	**'Expense Type' Name**	**Default Account Code**	**Other Available Account Codes**
	Parking	719100 - Conference, Meeting Travel - General	• 719101 - Conference, Meeting Travel – Surface Transportation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719001 - Recruitment Events
	Taxi/Shuttle	719100 - Conference, Meeting Travel - General	• 719101 - Conference, Meeting Travel – Surface Transportation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719001 - Recruitment Events
	Tolls	719100 - Conference, Meeting Travel - General	• 719101 - Conference, Meeting Travel – Surface Transportation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719001 - Recruitment Events
	Train	719100 - Conference, Meeting Travel - General	• 719101 - Conference, Meeting Travel – Surface Transportation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719001 - Recruitment Events
03. Mileage	Personal Car Mileage	719100 - Conference, Meeting Travel - General	• 719101 - Conference, Meeting Travel – Surface Transportation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation

'Expense Type'		Related Account Codes	
Group Expense	**'Expense Type' Name**	**Default Account Code**	**Other Available Account Codes**
	Personal Car Mileage – cont'd		• 719502 - Parking Costs • 719001 - Recruitment Events
04. Meals	Alcoholic Beverages	719100 - Conference, Meeting Travel – General	• 719102 - Conference, Meeting Travel - Meals/Accommodation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719603 - Faculty Relocation Costs • 719501 - Local Meal Costs • 719200 - Faculty/Staff Recruit Travel – General
	Breakfast	719100 - Conference, Meeting Travel – General	• 719102 - Conference, Meeting Travel - Meals/Accommodation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719603 - Faculty Relocation Costs • 719501 - Local Meal Costs • 719200 - Faculty/Staff Recruit Travel – General
	Dinner	719100 - Conference, Meeting Travel – General	• 719102 - Conference, Meeting Travel - Meals/Accommodation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719603 - Faculty Relocation Costs • 719501 - Local Meal Costs • 719200 - Faculty/Staff Recruit Travel – General
	Grocery	719100 - Conference, Meeting Travel – General	• 719102 - Conference, Meeting Travel - Meals/Accommodation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719603 - Faculty Relocation Costs • 719501 - Local Meal Costs • 719200 - Faculty/Staff Recruit Travel – General

'Expense Type'		Related Account Codes	
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	Lunch	719100 - Conference, Meeting Travel – General	• 719102 - Conference, Meeting Travel - Meals/Accommodation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719603 - Faculty Relocation Costs • 719501 - Local Meal Costs • 719200 - Faculty/Staff Recruit Travel – General
	Travel Allowance – Other	719100 - Conference, Meeting Travel - General	• 719102 - Conference, Meeting Travel - Meals/Accommodation • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 717100 - Contrib'n to Student Group Activity • 710025 - Shop Supplies Exp • 719104 - Travel - Registration Fee
05. Entertainment	Networking/Reception Costs	716800 – Networking/Reception Expenses	
06. Office Expenses	Computer Equipment/Software Supplies	710004 - Computer Software Supplies	• 710003 - Computer Supplies • 723002 - CUASA Computers • 711003 - Photography Costs & Supplies
	Office Supplies	710000 - Office Supplies	• 710012 - Other Supplies • 710005 Cleaning and Caretaking Supplies • 710007 Linen Supplies and Cleaning • 710015 Kitchen Supplies
	Photocopying Charges & Supplies	711000 - Photocopying Charges & Supplies	•
	Postage, Courier & Freight Charges	712003 - Courier & Freight	• 712002 - Postage Expense
	Printing Cost & Supplies	711001 - Printing Costs & Supplies	• 711002 - Publishing Costs & Supplies
07. Communications	Cell Phone & Long-Distance Charges	712008 - Electronic Telecommunications	•

'Expense Type'		Related Account Codes	
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	Internet Services	712004 - Internet Service	•
08. Fees	Bank Charges	716700 - Bank Charges	•
	Currency Exchange Fees	719100 - Conference, Meeting Travel - General	• 719300 - Field Trip Travel - General Costs • 717100 - Contrib'n to Student Group Activity • 710025 - Shop Supplies Exp • 719104 - Travel - Registration Fee
	Membership Fees	716310 - Society Memberships	• 716311 - Other Non-Instit'l Membership Fees • 716305 - Other Instit'l Membership Fees
	Visa Fees	719100 - Conference, Meeting Travel - General	• 717211 - Other Supporting Research Services • 717100 - Contrib'n to Student Group Activity • 719300 - Field Trip Travel - General Cost • 719104 - Travel - Registration Fee
09. Other	Advertising/Publicity	716400 - General Advertising/Publicity	•
	Books & Journals	710001 - Reference material	• 710002 – Subscriptions • 724000 - Library Book Acquisitions (Library D456 use only) • 724001 - Serial Acquisitions (Library D456 use only)
	Computer Equipment/Software	723000 - Equip/Computer items < $5,000	• 723002 - CUASA Computers • 710003 - Computer Supplies
	Conference/ Registration Fees	719100 - Conference, Meeting Travel - General	• 717211 - Other Supporting Research Services • 717100 - Contrib'n to Student Group Activity • 719300 - Field Trip Travel - General Costs • 719104 - Travel - Registration Fee
	Equipment Maintenance	723000 - Equip/Computer items < $5,000	• 723002 - CUASA Computers
	Furniture Purchases	723001 - Furniture purchases < $5,000	•

'Expense Type'		Related Account Codes	
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	Lab Supplies	710008 - Lab, Chemical, Water Treatment Supplies	• 710013 - Medical/Safety Supplies
	Miscellaneous	719100 - Conference, Meeting Travel - General	• 717211 - Other Supporting Research Services • 717100 - Contrib'n to Student Group Activity • 710025 - Shop Supplies Exp • 719300 - Field Trip Travel - General Costs • 716405 - Faculty/Staff Replacement Searches • 722210 - Recovery- Special Services • 228000 - Funds in Trust ONLY (Index starts with 8)
	Professional Services	720040 - Other Professional Fees	•
	Research Supplies	710012 - Other Supplies	•
	Space Rental	716500 - Space Rental Expense	•
	Staff Development Charges	716900 - Staff Development Costs	• 716901 - Training & Development Materials
09. Other	Student Recruitment	719000 - Student Recruitment	• 719100 - Conference, Meeting Travel – General
	Subject Fees	717110 - Research Subject Payments	•
	Tuition/Training Reimbursement	716900 - Staff Development Costs	• 716901 - Training & Development Materials
	Uniform Expenses	710006 - Uniform or Gown Supplies	•
	Vehicle Maintenance	713202 - Vehicle & Cart Maintenance	•
10. Relocation	Relocation Expenses	719200 - Faculty/Staff Recruit Travel - General	• 719600 - Staff Relocation Costs • 719603 - Faculty Relocation Costs