

Concur Expense Types and Associated Account Codes Cheat Sheet *(current as of November 1, 2024)*

'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	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Daily Allowance	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Incidentals - Canada/US	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 720041 - Immigration Related Fees • 719001 - Recruitment Events
	Incidentals - Outside Canada/US	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 720041 - Immigration Related Fees

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	Incidentals - Outside Canada/US (cont'd)		<ul style="list-style-type: none"> • 719001 - Recruitment Events
02. Transportation	Airfare	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 719103 - Conference, Meeting Travel – Air • 719600 - Staff Relocation Costs • 719300 - Field Trip Travel - General Costs • 719001 - Recruitment Events • 719200 - Faculty/Staff Recruit Travel – General • 719105 - Travel - Site Visits
	Bus	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Car Rental	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Fuel	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits

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02. Transportation	Parking	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Taxi/Shuttle	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Tolls	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Train	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits

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03. Mileage	Personal Car Mileage	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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
04. Meals	Alcoholic Beverages	719100 - Conference, Meeting Travel – General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Breakfast	719100 - Conference, Meeting Travel – General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Dinner	719100 - Conference, Meeting Travel – General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits

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04. Meals	Grocery	719100 - Conference, Meeting Travel – General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Lunch	719100 - Conference, Meeting Travel – General	<ul style="list-style-type: none"> • 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 • 719105 - Travel - Site Visits
	Travel Allowance – Other	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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 • 720041 - Immigration Related Fees • 719001 - Recruitment Events
05. Entertainment	Networking/Reception Costs	716800 – Networking/Reception Expenses	
06. Office Expenses	Computer Equipment/Software Supplies	710004 - Computer Software Supplies	<ul style="list-style-type: none"> • 710003 - Computer Supplies • 723002 - CUASA Computers • 711003 - Photography Costs & Supplies
	Office Supplies	710000 - Office Supplies	<ul style="list-style-type: none"> • 710012 - Other Supplies • 710005 Cleaning and Caretaking Supplies • 710007 Linen Supplies and Cleaning

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06. Office Expenses	Office Supplies (cont'd)		<ul style="list-style-type: none"> 710015 Kitchen Supplies
	Photocopying Charges & Supplies	711000 - Photocopying Charges & Supplies	<ul style="list-style-type: none">
	Postage, Courier & Freight Charges	712003 - Courier & Freight	<ul style="list-style-type: none"> 712002 - Postage Expense
	Printing Cost & Supplies	711001 - Printing Costs & Supplies	<ul style="list-style-type: none"> 711002 - Publishing Costs & Supplies
07. Communications	Cell Phone & Long-Distance Charges	712008 - Electronic Telecommunications	<ul style="list-style-type: none">
	Internet Services	712004 - Internet Service	<ul style="list-style-type: none">
08. Fees	Bank Charges	716700 - Bank Charges	<ul style="list-style-type: none">
	Currency Exchange Fees	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> 719300 - Field Trip Travel - General Costs 717100 - Contrib'n to Student Group Activity 710025 - Shop Supplies Exp 719104 - Travel - Registration Fee 720041 - Immigration Related Fees 719001 - Recruitment Events
	Membership Fees	716310 - Society Memberships	<ul style="list-style-type: none"> 716311 - Other Non-Instit'l Membership Fees 716305 - Other Instit'l Membership Fees
	Visa Fees	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> 717211 - Other Supporting Research Services 717100 - Contrib'n to Student Group Activity 719300 - Field Trip Travel - General Cost 719104 - Travel - Registration Fee 720041 - Immigration Related Fees 719001 - Recruitment Events
09. Other	Advertising/Publicity	716400 - General Advertising/Publicity	<ul style="list-style-type: none">

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09. Other	Books & Journals	710001 - Reference material	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 723002 - CUASA Computers • 710003 - Computer Supplies
	Conference/ Registration Fees	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 717211 - Other Supporting Research Services • 717100 - Contrib'n to Student Group Activity • 719300 - Field Trip Travel - General Costs • 719104 - Travel - Registration Fee • 720041 - Immigration Related Fees • 719001 - Recruitment Events
	Equipment Maintenance	723000 - Equip/Computer items < \$5,000	<ul style="list-style-type: none"> • 723002 - CUASA Computers
	Furniture Purchases	723001 - Furniture purchases < \$5,000	<ul style="list-style-type: none"> •
	Lab Supplies	710008 - Lab, Chemical, Water Treatment Supplies	<ul style="list-style-type: none"> • 710013 - Medical/Safety Supplies
	Miscellaneous	719100 - Conference, Meeting Travel - General	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> •
	Research Supplies	710012 - Other Supplies	<ul style="list-style-type: none"> •
	Space Rental	716500 - Space Rental Expense	<ul style="list-style-type: none"> •

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09. Other	Staff Development Charges	716900 - Staff Development Costs	<ul style="list-style-type: none"> 716901 - Training & Development Materials
	Student Recruitment	719000 - Student Recruitment	<ul style="list-style-type: none"> 719100 - Conference, Meeting Travel – General
	Subject Fees	717110 - Research Subject Payments	<ul style="list-style-type: none">
	Tuition/Training Reimbursement	716900 - Staff Development Costs	<ul style="list-style-type: none"> 716901 - Training & Development Materials
	Uniform Expenses	710006 - Uniform or Gown Supplies	<ul style="list-style-type: none">
	Vehicle Maintenance	713202 - Vehicle & Cart Maintenance	<ul style="list-style-type: none">
10. Relocation	Relocation Expenses	719200 - Faculty/Staff Recruit Travel - General	<ul style="list-style-type: none"> 719600 - Staff Relocation Costs 719603 - Faculty Relocation Costs