

Concur Expense Types and Associated Account Codes Cheat Sheet *(current as of April 3, 2025)*

| '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 • 719604 - Guest Lecturer Travel |
| | 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 • 719604 - Guest Lecturer Travel |
| | 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 |

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| | Incidentals - Outside Canada/US (cont'd) | | <ul style="list-style-type: none"> • 719104 - Travel - Registration Fee • 720041 - Immigration Related Fees • 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 • 719604 - Guest Lecturer Travel |
| | 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 • 719604 - Guest Lecturer Travel |
| | 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 |

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| | Fuel (cont'd) | | <ul style="list-style-type: none"> • 719001 - Recruitment Events • 719105 - Travel - Site Visits • 719604 - Guest Lecturer Travel |
| 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 • 719604 - Guest Lecturer Travel |
| | 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 • 719604 - Guest Lecturer Travel |
| | 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 • 719604 - Guest Lecturer Travel |
| | 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 |

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| Group Expense | ‘Expense Type’ Name | Default Account Code | Other Available Account Codes |
| | Train (cont’d) | | <ul style="list-style-type: none"> • 719200 - Faculty/Staff Recruit Travel – General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719001 - Recruitment Events • 719105 - Travel - Site Visits • 719604 - Guest Lecturer Travel |
| 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 • 719604 - Guest Lecturer Travel |
| 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 • 719604 - Guest Lecturer Travel |
| | 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 • 719604 - Guest Lecturer Travel |

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| Group Expense | 'Expense Type' Name | Default Account Code | Other Available Account Codes |
| | 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 • 719604 - Guest Lecturer Travel |
| 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 • 719604 - Guest Lecturer Travel |
| | 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 • 719604 - Guest Lecturer Travel |
| | 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 |

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| Group Expense | ‘Expense Type’ Name | Default Account Code | Other Available Account Codes |
| | Travel Allowance – Other (cont’d) | | <ul style="list-style-type: none"> • 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 |
| 06. Office Expenses | Office Supplies | 710000 - Office Supplies | <ul style="list-style-type: none"> • 710012 - Other Supplies • 710005 Cleaning and Caretaking Supplies • 710007 Linen Supplies and Cleaning • 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 |

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| Group Expense | ‘Expense Type’ Name | Default Account Code | Other Available Account Codes |
| | 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"> |
| 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 |

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| | Miscellaneous (cont’d) | | <ul style="list-style-type: none"> • 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 | • |
| 09. Other | Staff Development Charges | 716900 - Staff Development Costs | • 716901 - Training & Development Materials |
| | 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 | <ul style="list-style-type: none"> • 719600 - Staff Relocation Costs • 719603 - Faculty Relocation Costs |