Liberty University
Commodity Code Reference List

Commodity Code	Commodity Title		Commodity Description
	Advertising (AD)	**Chart U**	**Definitions**
	Expenses related to public communication and promotion of the University.		
ADEMPLOY	Advertising- Employment	714001	Advertisements for faculty/staff recruitment.
ADLEADS	Lead Generation	712001	Advertising through use of online lead generation.
ADMEDIA	Advertising- Media	714001	Advertisements through various media sources for student recruitment; does not include the cost of printed advertisement material.
ADPRINT	Advertising- Printing Costs	714002	Cost of printing advertisement materials created by the University.
ADPROMO	Promotional Items	714004	Items used to promote the University and/or its programs through an advertisement such as logo pens, shirts, cups, etc.
ADSPONSR	Advertising-Sponsorship	714001	Sponsorship that provides support to an event, activity, person or organization where the University receives recognition.
	Assets- Capital & Non-Capital (AS)	**Chart U**	**Definitions**
	Items with a usable life greater than one year; such as computers, equipment, furniture, etc. Location codes are required on ALL asset related purchases for inventory tracking purposes.		
ASAIRC	Aircraft	791015	Expenditures directly related to purchase of an aircraft.
ASAPLS	Equipment-Appliances	791008	Appliances such as refrigerators, microwaves, coffeemakers, washers, dryers, etc.
ASBLDIMP	Building Improvements	769011	Improvement to buildings owned by the University.
ASBUILD	Building	791005	Expenditures directly related to the purchase of a building.
ASCOMP	Computer	791012	Computers and any computer related items; excluding software and monitors greater than 30".
ASELSTR	Electronic Storage Space	712010	Electronic storage space hosted either on-site or externally.
ASEQAV	Equipment- Audio Visual	791009	Audio visual equipment such as screens, projectors, televisions, broadcast monitors of any size and computer monitors 30" or greater.
ASEQMD	Equipment- Medical	791010	Medical equipment used in medical or athletic training offices.
ASEQUIP	Equipment- Other	791008	Any equipment other than those listed in this section.
ASFTWR	Software	791013	Initial purchase of software; an installable program that is used to create, edit and/or store University data, information or content. These are one-time purchases where the software will be owned by the University and not have to be renewed in order to continue usage. This account does NOT include subscriptions, license renewals, and maintenance contracts for software; use ASWSUB for these types of purchases.
ASFURN	Furnishings	791011	Furnishings for offices, classrooms, egress, etc.
ASINFRAS	Infrastructure Improvements	769011	Expenditures related with the cost to improve the infrastructure of University property.
ASLAND	Land	791001	Expenditures directly related to the purchase of land.
ASLANDIM	Land Improvements	769011	Costs to prepare land for its intended use.
ASLEASIM	Leasehold Improvements	769011	Improvements to property leased by the University.
ASLIVSTK	Livestock	791016	Animals kept for use or profit such as cattle, horses, sheep, poultry and similar animals.
ASRECFAC	Recreational Outdoor Facilities	769011	Expenditures related to the purchase, construction or renovation of outdoor recreational facilities.
ASTOOLS	Tools	732003	Small tools and power tools/equipment for University use.
ASVEHC	Vehicle	791014	Initial purchase of University owned vehicles.
ASWSUB	Software Subscription/License Renewal	712010	Purchase of rights to use software and/or maintenance of software programs for a specified time period; these are reoccurring expenses that have to be renewed in order to continue usage of the software. This includes software subscriptions, license agreements/renewals, maintenance contracts, applications for University owned devices, etc. Examples include downloads and access to online services where University data is created, edited and/or stored.
	Fuel (FL)	**Chart U**	**Definitions**
	Fuel used in equipment and/or University owned vehicles for day-to-day operations. This does NOT include fuel used during University travel.		
FLAIRC	Fuel- Aircraft	732099	Fuel for use in aircrafts.
FLEQUIP	Fuel- Equipment	732099	Fuel used for equipment such as generators.
FLVDSLF	Fuel- Diesel	732096	Fuel purchased at wholesale for on-campus storage tanks.

FLVEHC	Fuel- University Vehicles	732099	Fuel for use in University owned vehicles. This does NOT include fuel for travel expenses.
FLVUNLD	Fuel-Unleaded	732097	Fuel purchased at wholesale for on-campus storage tanks.

	Governmental Fees & Fines (GV)	Chart U	Definitions
	Various fees and fines assessed by government agencies and financial institutions.		
GVDMV	Vehicle Registration, Tags, & Title	763299	Vehicle tags, title and registration fees.
GVFEES	Government Agency Fees	763299	Fees required by various government related agencies, such as fees to obtain documents, filing fees, etc.
GVFINE	Fines	761004	Governmental fines as a result of University activities; including fines related to mitigation. (*See Miscellaneous section for other non-governmental fines.)*
GVLICENS	Licensing Fees	763202	Fees for any type of licensure other than professional licensure which is considered professional development.
GVPENLTY	Penalty Fees	761004	Governmental penalty fees related to taxes, audit, etc.
GVPERMIT	Permits	763201	Building and conditional use permits.
GVREVIEW	Review Fees	763202	Zoning and review fees for University property.
GVTXOTH	Taxes- Other	763102	Taxes other than property.
GVTXPROP	Taxes- Property	763101	Vehicle, land and other property taxes.

	Host Expenses (HX)	Chart U	Definitions
	Host expenses are to be used when bringing guests to the University; guests include donors, potential donors, faculty candidates, etc.		
HXAIR	Host Expenses- Airfare	722005	Air travel expenses for bringing a guest to the University, includes checked baggage fees.
HXBKFEE	Host Expenses-Booking Fee	722005	Booking fees associated with travel arrangements made for University guests, such as donors, faculty candidates, guest speakers, etc.
HXCAR	Host Expenses-Car Rental	722005	Used when reconciling invoices from car rentals related to bringing a guest to the University. ***(only used on Expense Reports in Infor)***
HXDIEM	Host Expenses-Per Diem Meals	722005	Per Diem allowance given to a guest of the University.
HXENTX	Host Entertainment-Tickets	714003	Hosting potential donors and business colleagues for tickets to events such as LU football games and theatre productions.
HXGRND	Host Expenses- Ground Transportation	722005	Ground travel expenses (gas, mileage, bus/train fare, tolls, etc.) for bringing a guest to the University.
HXHOSP	Hospitality- Supplies	732099	Supplies used in the hospitality/entertainment of University guests.
HXINAIR	Interview Expenses- Airfare	722005	Air travel expenses for bringing a coach/faculty candidate to the University, including checked baggage fees.
HXINC	Host Expenses- Incidentals	722005	Incidental travel expenses for bringing a guest to the University.
HXINCAR	Interview Expenses- Car Rental	722005	Used when reconciling invoices from car rentals related to bringing a coach/faculty to the University. ***(only used on Expense Reports in Infor)***
HXINDIEM	Interview Expenses- Per Diem Meals	722005	Per Diem given to a faculty/coach candidate of the University.
HXINGRND	Interview Expenses- Ground Transportation	722005	Ground travel expenses (gas, mileage, bus/train fare, tolls, etc.) for bringing a coach/faculty candidate to the University.
HXININC	Interview Expenses- Incidentals	722005	Incidental travel expenses for bringing a faculty/coach candidate to the University.
HXINLDG	Interview Expenses- Lodging	722005	Lodging expenses for bringing a coach/faculty candidate to the University.
HXINMEAL	Interview Expenses- Host Meals	722005	Meal expenses for interviewing a faculty/coach candidate of the University; (*this does not include per diem.)*
HXINMILE	Interview Expenses- Mileage Reimbursement	722005	Used when requesting reimbursement for local personal vehicle usage that is related to bringing a coach/faculty candidate to the University. ***(only used on Expense Reports in Infor)***
HXINPDALL	Interview Expenses- Per Diem Allowance	722005	Used to calculate the allowable per diem amount when travel is related to bringing a coach/faculty candidate to the University. ***(only used on Expense Reports in Infor)***
HXLDG	Host Expenses- Lodging	722005	Lodging expenses for bringing a guest to the University.
HXMEAL	Host Expenses- Host Meals	722005	Meal expenses for entertaining a guest of the University; (*this does not include per diem.)*
HXMILE	Host Expenses-Mileage Reimbursement	722005	Used when requesting reimbursement for local personal vehicle usage that isrelated to bringing/hosting a guest to the University. ***(only used on Expense Reports in Infor)***
HXPDALL	Host Expenses-Per Diem Allowance	722005	Used to calculate the allowable per diem amount when travel is related to bringing a guest to the University. ***(only used on Expense Reports in Infor)***
HXTKNGFT	Hospitality- Token Gifts	711006	Gifts given in lieu of, or in addition to, an honorarium.

	Insurance (IN)	Chart U	Definitions
	Expenses related to insurance premiums, deductibles and claims.		
INAIRC	Insurance- Aircraft	764001	Insurance premiums for aircrafts.
INATHL	Insurance- Athletic	764001	Insurance premiums for athletic coverage.
INDEDC	Insurance- Deductible	764002	Deductible expenses for insurance claims.
INFREFLD	Insurance- Fire/Flood	764001	Insurance premiums for fire and flood coverage.
INLIABL	Insurance- Liability	764001	Insurance premiums for liability coverage.
INLIFE	Insurance- Life	764001	Insurance premiums for life insurance.
INMISC	Insurance-Miscellaneous	764001	Insurance premiums for coverage that does not fit in another insurance category; examples include kidnap and ransom, crime, fiduciary, and international insurance excluding health and medical.
INSTDT	Insurance-Student Accident Plan	764001	Insurance premiums for the student accident plan, separate from other premiums.
INVEHC	Insurance- Vehicle	764001	Insurance premiums for vehicular coverage; excluding aircrafts.
INWKCMP	Insurance- Workmen's Comp	764003	Expenses for workmen's compensation claims.

	Library Resources (LB)	Chart U	Definitions
	Resources purchased for University libraries. Does NOT include professional development resources/memberships/subscriptions.		
LBBOOK	Library Books	769010	Acquisition of bound volumes, CDROM, and initial book binding *(not repairs)* .
LBEBOOKS	Electronic Library Books	769021	Electronic volumes/books readable on computers or other electronic devices.
LBELEC	Subscriptions- Electronic	712006	Subscriptions to electronic magazines and publications for use by the University community. *Subscriptions where users can create, edit or store University data, content or information should be coded to ASWSUB.*
LBLOAN	Interlibrary Loan	713099	Expenses incurred for borrowing materials from other libraries.
LBMICRO	Microfilm	769013	Articles and publications in microfilm format.
LBSUB	Subscriptions- Printed	712007	Subscriptions to publications received in printed format.

	Lease & Rental Agreements (LR)	Chart U	Definitions
	Expenses related to the temporary usage of equipment and facilities not typically owned by the University.		
LRAIRC	Lease/Rental- Aircraft	713003	Lease/Rental agreements for aircrafts.
LRBUILD	Lease/Rental- Building	713002	Lease/Rental agreements for buildings.
LREARLY	Early Arrival Housing Fees	713002	Dorm housing for early student arrivals.
LREQUIP	Lease/Rental- Equipment	713001	Lease/Rental agreements for non-vehicular equipment.
LRLAND	Lease/Rental- Land	713002	Lease/Rental agreements for land.
LROTHER	Lease/Rental- Other	713099	Other lease/rentals than those listed in this section, including interlibrary loans.
LRVEHC	Lease- Vehicle	713003	Lease agreements for vehicles; excluding aircrafts.

	Mailing (ML)	Chart U	Definitions
	Expenses related to inbound and outbound mail and freight.		
MLCOLLCT	Freight-COD	712011	Use UPS X64707 or FedEx 232528532 Freight Collect - Shipping/postage costs for good being delivered to the University as collect-on-delivery.
MLFRGHT	Freight- Outbound	712009	Shipping for outbound freight.
MLINFRGT	Freight- Inbound	712011	Shipping/postage costs for goods being delivered to the University.
MLPOST	Postage	712009	Postage for outgoing mail.

	Miscellaneous (MC)	Chart U	Definitions
	Miscellaneous expenses not found in another section.		
MCAGENCY	Agency/Club Transactions	769009	Transactions for revenue (deposits) and expenses related to agency/club funds (8xxxxx).
MCAWARD	Awards	769008	Awards for the University to recognize individuals or groups.
MCBENEV	Benevolence	769002	Contributions and/or gifts given for the welfare of an individual; ***(must be approved by the Donations Committee before funds are committed. Submit requests to the President's office .)***
MCBNKFEE	Bank Fees	761001	Fees for P-Card orders that must be rushed through BB&T for University needs.

MCBSMEAL	Business Meal (Non-travel)	769025	A meal for more than one person, excluding catering, when a substantial and bona fide business discussion occurs. Business meals are distinct from travel meals. Business meals may be taken while traveling, but the meal must be claimed as "travel" or "business," not both.
MCCLEAN	Game Day Dry Cleaning	769007	Game day expenses for dry cleaning.
MCCSCHOL	Club Scholarships	769009	Scholarships awarded to individuals from Agency/Club accounts.
MCDONATE	Donations	769001	Contributions and/or gifts given to organizations; **(*must be approved by the Donations Committee before funds are committed. Submit requests to the President's office* .)**
MCEVTCEL	Departmental Events & Celebrations	769024	In conjunction with the "You Matter" initiative, these funds are to be used under the discretion of the VP/Division Leader towards an event(s) that will unify and bring the department together.
MCEXCHNG	Currency Exchange	761003	For reconciling currency exchange fees.
MCEXDIFF	Curr Xchange w/ Gain/Loss LU Funds	761007	For reconciling currency exchange rate gains or losses.
MCFDALLW	Early Arrival Food Allowance	732099	Food allowance for early student arrivals.
MCFINE	Fines/Penalties	761004	Non-government related fees and fines charged to the University; includes NCAA fines, late payment penalties, etc.
MCGNLDG	Athletic Game Guarantees	712008	Contractual lodging expenses incurred to bring opposing teams to the University for games under Athletic Guarantee contracts.
MCGNTEE	Athletic Guarantees Expense	712008	Fees paid to other institutions to compete with the Flames athletic teams on the LU campus.
MCLURS	P-Card Clearing Acct	769022	For use by Accounting only.
MCMEMBER	Institutional Memberships	769003	Membership of University to a professional organization; not to be used for individual memberships.
MCMILE	Local Mileage Reimbursement	732099	Used when requesting reimbursement for local personal vehicle usage that is not related to a trip. ***(only used on Expense Reports in Infor)***
MCOFFCMP	Student Athlete Off Campus Allowance	769016	Amount paid to full-scholarship athletes living off campus; not to exceed the standard athletic scholarship for on-campus room and board fees.
MCOFFICL	Game Day Officials Travel	769007	Travel expenses incurred to bring officials to the University for game days.
MCOFFLDG		769007	Lodging expenses incurred for officials traveling to the University for game days.
MCREG	Registration & Entrance Fees	714003	Registration, entrance fees and/or tickets for competitions and other events where travel is not required; such as online competition entry fees.
MCSECURE	Game Day Security	769007	Security for game day events.
MCWORKER	Game Day Workers	769007	Payment to individuals for various game day services.

	Physical Plant (PL)	Chart U	Definitions
	Expenses associated with the construction, maintenance, and repair of University assets.		
PLAIRMA	Aircraft Maint/Repair Materials	733001	Materials for the maintenance and repair of University aircrafts to keep them in normal, usable condition.
PLAIRSV	Aircraft Maint/Repair Services	715001	Labor for maintenance and repair services to keep University aircrafts in a normal, usable condition.
PLANDSC	Landscaping Materials	733001	Materials used in landscaping of University facilities.
PLCNSTCL	Construction/Renovation- Contract Labor	769011	Contractual labor for construction and renovation projects.
PLCNSTLS	Construction/Renovation-Landscaping	769026	Expenses related to landscaping supplies/services for construction/renovation projects.
PLCNSTMA	Construction/Renovation- Materials	769011	Materials used for construction and renovation projects.
PLCUST	Custodial Supplies	733001	Supplies used for janitorial activities.
PLMNTCCL	Maintenance- Contract Labor	712002	Contractual labor for the maintaining of University assets to increase life cycle and keep assets in normal, usable condition.
PLMNTCMA	Maintenance- Materials	733001	Materials used in the maintaining of University assets to increase life cycle and keep assets in normal, usable condition.
PLMNTCSV	Maintenance Services-Non-Contracted Labor	715001	Non-contractual labor for services required for maintaining of University assets to increase life cycle and keep assets in normal, usable condition.
PLREPRCL	Repair- Contract Labor	712002	Contractual labor for the repair of University assets to return assets and existing facilities to a normal, usable condition.
PLREPRMA	Repair- Materials	733001	Materials for the repair of University assets to return assets and existing facilities to a normal, usable condition.
PLREPRSV	Repair Services-Non-Contracted Labor	715001	Non-contractual labor for repair services related to University assets. These services are intended to return assets and existing facilities to a normal, usable condition and should **NOT** be routine maintenance.
PLVEHC	Vehicle Maint/Repair Materials	733001	Materials for the repair of University vehicles to return them to a normal, usable condition.

	Professional Development (PD)	Chart U	Definitions
	Expenses related to the professional development of University faculty and staff; excluding travel costs for professional development.		
PDCERT	Professional Development- Certifications	721003	Professional certifications for University faculty and staff.
PDCOURSE	Professional Development- Course Fees	721001	Course/conference registration fees related to the improvement of a profession.
PDLICS	Professional Development- Licensure	721003	Licensure expenses related to the improvement of a profession for University faculty and staff.
PDMEMBER	Professional Development- Membership	721002	Individual memberships to professional organizations for University faculty and staff.
PDRSRC	Professional Development- Resources	721004	Resource materials related to the improvement of a profession.
PDSUB	Professional Development- Subscriptions	721004	Subscriptions to periodicals, magazines, and publications related to the improvement of a profession. *Subscriptions where users can create, edit or store University data, content or information should be coded to ASWSUB.*

	Supplies (SP)	Chart U	Definitions
	Consumable goods which commonly have a life span of less than one year.		
SPATHL	Athletic Supplies	732004	Sporting supplies used by athletic teams.
SPATHUMN	Athletic Uniforms	732004	Game and practice uniforms used by athletic teams.
SPDATA	Data Processing Supplies	732099	Supplies used for data processing such as magnetic tapes, disks, etc.
SPDECOR	Decorating Supplies	732099	Supplies used for decorating an office, classroom, egress, etc that would not be classified as furniture. Examples include picture frames and office plants.
SPDPLOMA	Diploma Supplies	732099	Supplies used for acquiring diplomas.
SPDRAMA	Theatre Production Supplies	732099	Supplies used for sets, props, costumes, etc.
SPDROPS	Network Drops	732099	Cost for the installation of network drops.
SPFDALLW	Sports Nutrition	732005	Nutritional supplements provided to athletes for early arrivals and students remaining on campus during academic calendar breaks, when the dining halls are unavailable. Includes protein shakes and bars, non-travel related snacks and any vitamins or additional supplements as approved by LU Sports Nutrition staff.
SPFDOCCM	Sports Nutrition	732005	Nutritional supplements provided to athletes for occasional meals. Includes protein shakes and bars, non-travel related snacks and any vitamins or additional supplements as approved by LU Sports Nutrition staff.
SPFDPPGM	Sports Nutrition	732005	Nutritional supplements provided to athletes for pre/post game, workout, and practice. Includes protein shakes and bars, non-travel related snacks and any vitamins or additional supplements as approved by LU Sports Nutrition staff.
SPFIELD	Field Supplies	732099	Supplies used in operations outside of the office environment.
SPFOOD	Food Supplies	732099	Cost of food purchased for office use; ***not to include catering.***
SPGEN	General Supplies	732099	Supplies other than those listed in this section.
SPINSTR	Instructional Supplies	731001	Supplies and materials used in connection with instructional/classroom activities.
SPINVTRY	Inventoriable Supplies	732098	Supplies purchased as stock to be sold to other University departments. Does ***not*** include stock for resale to non-University departments/entities.
SPLAB	Laboratory Supplies	731001	Supplies for use in labs.
SPLAUNDR	Laundry Supplies	732099	Supplies used for laundry such as detergent and bleach.
SPLCA	P-Card Expense Clearing Acct - LCA	769015	For use by Accounting only.
SPLUPD	Police Supplies	732099	Supplies used by the police department, such as ammunition, badges, holsters, etc.
SPMED	Medical Supplies	732002	Medical supplies including bandages, alcohol rub, first aid kits, etc.
SPMUSIC	Music Supplies	731001	Cost of music related supplies for the classroom.
SPNAME	Nameplate/Nametag Supplies	732001	Cost of nameplates and nametags for employees.
SPNETWRK	Networking Supplies	732099	Networking supplies such as cable.
SPNUTRN	Athletic Nutrition Supplies	732005	Nutritional supplements provided to athletes for pre/post game, workout, and practice. Includes protein shakes and bars, non-travel related snacks and any vitamins or additional supplements as approved by LU Sports Nutrition staff. Does not included pre/post game meals, occasional meals or travel related snacks.
SPOFFICE	Office Supplies	732001	Cost of supplies used in office operations.
SPPHOTO	Photo/Film Supplies	732099	Supplies for photography, film, and development of photographs.
SPPRINT	Printing Supplies	732099	Supplies for printing such as ink, toner, and paper.
SPREC	Recreation Supplies	732004	Sporting supplies used by campus recreation or other non-athletic areas.
SPRX	Prescriptions	732002	Prescription medicines for the treatment of the sick or injured.
SPSEARCH	Research Supplies	732099	Supplies and materials used in connection with research activities.
SPSIGNEX	Signage- Exterior	732099	Directional signage installed outside of buildings.
SPSIGNIN	Signage- Interior	732099	Directional signage installed inside of buildings.
SPTEXT	Textbooks	731002	Textbooks purchased for teaching aids or athletes.
SPTRBC	P-Card Expense Clearing Acct - TRBC	769014	For use by Accounting only.

SPUNIFRM	Uniforms	732099	Cost of uniforms provided by the University; (*does not include uniforms for athletic teams.)*

	Services & Fees (SV)	Chart U	Definitions
	Expenses for services rendered to the University, typically accompanied by a contract or formal agreement.		
SVAIRTIM	Airtime	713004	Airtime and broadcasting on various networks.
SVARCH	Architectural Fees	711009	Fees for architectural services.
SVAUDIT	Audit Services	711001	Financial audit services for annual audits.
SVCATER	Catering Services	712003	Catering of events on and off campus.
SVCNTRCT	Service Contracts	712001	Termed agreement for service provided to the Univeristy through outside agencies.
SVCOLLCT	Collection Agency Fees	711099	Payment to external agencies collecting receivables due to the University.
SVCOMN	Commissions	711003	Commission payments for selling advertisements in University materials.
SVCONSLT	Consulting Fees	711005	External parties providing advise/consult to the University on various areas of expertise.
SVDESIGN	Design Fees	711099	Fees for design services.
SVEMPLOY	Employee Professional Fees	611010	University employees providing services outside of their role within Liberty University that need compensation apart from their normal pay; to be used in conjunction with the personnel fund.
SVENGIN	Engineering Fees	711008	Fees for engineering services.
SVGRNTEE	Athletic Guarantees Expense	712008	Fees paid to other institutions to compete with the Flames athletic teams on the LU campus.
SVHAZMAT	Hazardous Waste Disposal	711099	Removal of hazardous waste and materials.
SVHEALTH	Professional Health Services	711007	Medical service expenses, e.g. athletics physical examinations, sports injuries, and other necessary medical services not related to sport injuries.
SVHONOR	Honorariums	711006	External parties/individuals providing educational services for which fees are not legally or traditionally required. Examples include speakers, presenters, lecturers, etc.
SVINDPRO	Individual Professional Fees	711099	Professional services rendered by individuals; excluding auditors, attorneys and consultants.
SVLEGAL	Legal Fees	711002	External legal services incurred in any legal action involving the University.
SVMEAL	Board/Meal Plans	712003	Expenses related to student meal plans funded by Room & Board revenue.
SVPRINT	Printing (non advertisement related)	712005	Internal and external printing excluding advertisement related printing material.
SVPRO	Professional Fees	711099	Services, not listed elsewhere, provided to University by corporations.
SVRYLTY	Royalties, License Rentals, and Copyright Fees	711004	Fees paid in exchange for share of a product reserved by the grantor.
SVSECR	Security Services	712004	Contracts related to the security of University property and at University events on and off campus.

	Travel- Business (TB)	Chart U	Definitions
	Travel expenses related to official University business and any other travel not specified elsewhere; examples include travel to develop University initiatives/programs, visits with donors or potential donors, student field/day trips, etc.		
TBAIR	Business/General Travel-Airfare	722001	Air travel expenses for official University business travel, includes checked baggage fees.
TBBKFEE	Business/General Travel-Booking Fee	722001	Booking fees associated with travel arrangements made for official University business travel.
TBCAR	Business/General Travel-Car Rental	722001	Used when reconciling invoices from car rentals related to official University business travel. ***(only used on Expense Reports in Infor)***
TBDIEM	Business/General Travel-Per Diem	722001	Per diem expenses for official University business travel.
TBGRND	Business/General Travel-Ground Transportation	722001	Ground travel expenses (gas, mileage, bus/train fare, tolls, etc.) for official University business travel.
TBINC	Business/General Travel-Incidentals	722001	Incidental travel expenses for official University business travel.
TBLDG	Business/General Travel-Lodging	722001	Lodging expenses for official University business travel.
TBMEAL	Business/General Travel-Meals	722001	Meal expenses other than per diem allowance for official University business travel such as group meals, meal allowances, business meals, etc.
TBMILE	Business/General Travel-Mileage Reimbursement	722001	Used when requesting reimbursement for local personal vehicle usage that is related to official University business travel. ***(only used on Expense Reports in Infor)***
TBPDALL	Business/General Travel-Per Diem Allowance	722001	Used to calculate the allowable per diem amount when travel is related to offical University business travel. ***(only used on Expense Reports in Infor)***
TBREG	Business/General Travel-Registration	714003	Event registration for official University business travel.
TBVEND	On-site Vendor Travel-Business	722001	Travel expenses related to bringing a vendor to campus to provide services such as consulting, site evaluations, etc.

	Travel- Professional Development (TP)	Chart U	Definitions
Travel expenses for the professional development of University employees; experiences are intended to increase faculty and staff knowledge/skills related to the performance of current and future job responsibilities.			
TPAIR	Professional Development- Airfare	722002	Air travel expenses for professional development travel, includes checked baggage fees.
TPBKFEE	Professional Development-Booking Fee	722002	Booking fees associated with travel arrangements made for professional development travel.
TPCAR	Professional Development-Car Rental	722002	Used when reconciling invoices from car rentals related to professional development travel. ***(only used on Expense Reports in Infor)***
TPDIEM	Professional Development- Per Diem	722002	Per diem for professional development travel.
TPGRND	Professional Development- Ground Transportation	722002	Ground travel expenses (gas, mileage, bus/train fare, tolls, etc.) for professional development travel.
TPINC	Professional Development- Incidentals	722002	Incidental travel expenses for professional development travel.
TPLDG	Professional Development- Lodging	722002	Lodging expenses for professional development travel.
TPMEAL	Professional Development-Meal	722002	Meal expenses other than per diem allowance for professional development travel.
TPMILE	Professional Development-Mileage Reimbursemen	722002	Used when requesting reimbursement for local personal vehicle usage that is related to professional development travel. ***(only used on Expense Reports in Infor)***
TPPDALL	Professional Development-Per Diem Allowance	722002	Used to calculate the allowable per diem amount when travel is related to professional development travel. ***(only used on Expense Reports in Infor)***
TPVEND	On-site Vendor Travel-Pro Dev Related	722002	Travel expenses related to bringing a vendor on campus to provide training services related to the professional development of faculty/staff.

	Travel- Recruitment (TR)	Chart U	Definitions
Travel expenses for University employees/representatives during the recruitment of students and athletes; include individuals and groups traveling for the purpose of recruiting students.			
TRAIR	Recruitment Travel-Airfare	722003	Air travel expenses for student recruitment travel, includes checked baggage fees.
TRBKFEE	Recruitment Travel-Booking Fee	722003	Booking fees associated with travel arrangements made for recruitment travel.
TRCAR	Recruitment Travel-Car Rental	722003	Used when reconciling invoices from car rentals related to student recruitment travel. ***(only used on Expense Reports in Infor)***
TRDIEM	Recruitment Travel-Per Diem	722003	Per diem expenses for student recruitment travel.
TRENT	Recruitment Travel- Entertainment	722003	Entertainment expenses for student recruits.
TRGRND	Recruitment Travel- Ground Transportation	722003	Ground travel expenses (gas, mileage, bus/train fare, tolls, etc.) for student recruitment travel.
TRINC	Recruitment Travel- Incidentals	722003	Incidental expenses related to student recruitment travel.
TRLDG	Recruitment Travel- Lodging	722003	Lodging expenses for student recruitment travel.
TRMEAL	Recruitment Travel-Meals	722003	Meal expenses other than per diem allowance for student recruitment travel.
TRMILE	Recruitment Travel-Mileage Reimbursement	722003	Used when requesting reimbursement for local personal vehicle usage that is related to student recruitment travel. ***(only used on Expense Reports in Infor)***
TRPDALL	Recruitment Travel-Per Diem Allowance	722003	Used to calculate the allowable per diem amount when travel is related to student recruitment travel. ***(only used on Expense Reports in Infor)***
TRREG	Recruitment Travel-Registration	714003	Registration for student recruitment events.

	Travel- Team (TT)	Chart U	Definitions
	Travel expenses for competing University teams; examples include athletic teams, club sports teams, debate, etc.		
TTAIR	Team Travel- Airfare	722004	Air travel expenses for University teams' travel, includes checked baggage fees.
TTBKFEE	Team Travel-Booking Fee	722004	Booking fees associated with travel arrangements made for University teams' travel.
TTCAR	Team Travel-Car Rental	722004	Used when reconciling invoices from car rentals related to University teams' travel. ***(only used on Expense Reports in Infor)***
TTDIEM	Team Travel- Per Diem	722004	Per diem expenses for University teams' travel.
TTGRND	Team Travel- Ground Transportation	722004	Ground travel expenses (gas, mileage, bus/train fare, tolls, etc.) for University teams' travel.
TTINC	Team Travel- Incidentals	722004	Incidentals for University team travel.
TTLDG	Team Travel- Lodging	722004	Lodging for University team travel.
TTMEAL	Team Travel- Team Meals	722004	Meal expenses other than per diem allowance for University teams' travel such as group meals, meal allowances, etc.
TTMILE	Team Travel-Mileage Reimbursement	722004	Used when requesting reimbursement for local personal vehicle usage that is related to University teams' travel. ***(only used on Expense Reports in Infor)***
TTPDALL	Team Travel-Per Diem Allowance	722004	Used to calculate the allowable per diem amount when travel is related to University teams' travel. ***(only used on Expense Reports in Infor)***
TTREG	Team Travel- Event Registration	714003	Event registration for University teams' travel.

	Utilities (UT)	Chart U	Definitions
	Expenses related to public utility services provided to the University. Always use program code B0 in conjunction with utility commodity/account codes.		
UTCABLE	Cable Television Services	742004	Utility expenses for cable television services.
UTCELL	Cellular Phone Service	742001	Expenses for cell phone usage fees paid by the University; this does NOT include cell phone stipends.
UTCOMMS	Radio Communication Service	742001	Expenses for radio communication services.
UTELEC	Electricity	741001	Electricity consumed by the University.
UTGAS	Gas/Heat	741002	Gas used to heat facilities being used by the University.
UTINET	Internet Service	742003	Expenses for internet services.
UTPAGER	Pager Service	742001	Expenses for pager rental and service fees.
UTPHONE	Telephone Service	742002	Expenses for monthly telephone service charges; including long distance and 800 service.
UTREFUSE	Refuse Pick-up	741003	Refuse pick up and landfill weight charges.
UTSAT	Satellite Service	742004	Expenses for satellite television services.
UTWATER	Water/Sewage	741004	Water consumed by University and sewage charges for disposal of water through city sewage lines.