Frequently Used Account Codes

Travel
- 70270 Travel: Employee travel within the U.S.
- 70250 Airfare: Employee airfare within the U.S.
- 70260 Foreign Travel: Employee travel outside the U.S.
- 70251 Foreign Airfare: Employee airfare outside the U.S.
- 70280 Registration Fee: Conferences, seminars, classes, etc.

Meals
- 70360 Guest Meal: Meals that include donors, official guests, etc.
- 70285 One-Day Meal: Employee meal when there is no overnight stay.
- 70350 Business Meal: Meal that includes employees only.
- 70351 Staff meal/Function: Social function for staff. Ex. Holiday luncheons

Entertainment, etc.
- 70115 Banquet Room Rental: Rental of space for receptions, etc. Alumni Center, AU Hotel, Graystone, etc.
- 70365 Entertainment Expenses: Items purchased for guest entertainment purposes.
- 74250 Entertainers: Payments to musicians, singers, bands, and other performers.
- 70355 Flowers/Décor: Items for decorations at events, etc. Flowers for donors, etc.
- 70380 Donor Memento: Items purchased for specific donor/official guest.
- 70710 Promotional Expenses: Items with AU logo, under $10 each. Pins, shakers, etc.

Awards
- 70910 Award Supplies: Retirement gifts (for faculty, prog #P501), plaques, trophies, purchased from vendor.
- 70455 Non-employee Award: Cash award to an individual.
- 70450 Employee Award: Cash award (Taxable income to employee)

Office Expenses
- 70070 Postage/Stamps: Items sent through regular mail.
- 70055 Express Mail: Items sent through express mail. FedEx, UPS, etc.
- 70050 Cell Phones: Cellular equipment, accessories, etc.
- 70935 Office Supplies: Pens, paper, staples, etc.
- 70780 Office Printing: Letterhead, invitations, envelopes, etc. (FlexDigital)
- 70945 Other Expendable Supplies: General supplies including batteries, coffee, etc.
- 71000 Non-capital Computer Equipment: Purchases under $2500 per item.
- 71010 Non-capital Furniture: Purchases under $2500 per item.
- 71020 Non-capital Equipment: Purchases under $2500 per item.
- 74080 Computer Equipment: Purchases $2500 and over per item.
- 74100 Office Equipment: Purchases $2500 and over per item.
- 70835 Subscriptions: Magazine, newsletter, etc.
- 70850 Book/Magazine: Periodicals including books, magazines, newspaper, etc.

Fees/Services
- 70650 Membership Fee: AU departmental memberships
- 74751 License/Permit Fee: Fees to register with states as a fundraising entity, etc.
- 70541 Other Reportable/Taxable Services: Non-professional services by individuals. Artists, designers, mailing services
- 70505 Legal Fees: Payments for legal services, legal settlements, patents.
- 70525 Professional Services: Payment for professional services requiring a license (Architects, bartenders, et al)
- 70545 Accounting Fees: Payment for accounting services. Auditors
- 70548 Professional Fund Raising Fees: Payment for fundraising/development consultants. J.F. Smith

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