


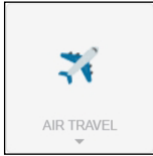
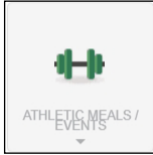
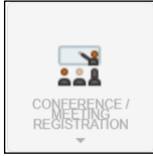
Expense Types in Chrome River

Chrome River has the following expense types available to the employee reconciling Travel Card transactions or submitting out-of-pocket expenses. This job aid reflects the mapping of the expense types to the Chart of Accounts actual account values. Some expense types map to one of the following codes based on who is traveling, the purpose of the trip, and the destination of travel.


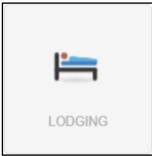
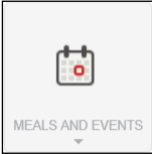
 Not all account codes are available in Chrome River. See page E for instructions on how to process these types of transactions.

TRAVEL ACCOUNT CODES

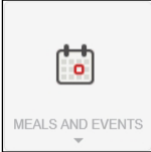
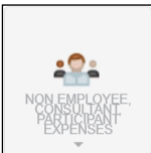
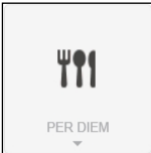
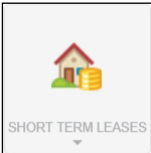
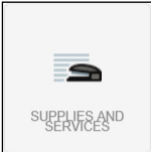
- 720601 = Travel in Minnesota (MN)
- 720602 = Travel Domestic
- 720604 = Travel International (Foreign)
- 720605 = Travel Recruitment
- 720606 = Travel Visiting Scholar
- 720607 = Travel Non-Employee
- 720608 = Travel Trainee

Expense Type	Sub-Expense Itemization Type	Actual Account Value (Mapped)
Air Travel 	Airfare	See travel account codes above.
	Baggage Fees	
	Agent/Booking Fee	
	Change Ticket Fee	
	Seat Upgrade Fee	
	In-Flight Wi-Fi	
	Trip Insurance	
Athletic Meals/Events 	Travel Group Meals	See travel account codes above.
	Travel Individual Meals	See travel account codes above.
	Local Group Meals	720103 - Food and Provisions
	Athletic Travel Event	See travel account codes above.
Conference/Meeting Registration 	Conference/Meeting Registration - Sponsored	720611 - Conference/Reg Fees
	Conference/Meeting Registration - Non-Sponsored	720322 - Conf/Mtg Reg


Expense Types in Chrome River (cont.)

Expense Type	Sub-Expense Itemization Type	Actual Account Value (Mapped)
Ground Transportation 	Car Rental	See travel account codes on page A. 720609 - Local Transportation
	Car Rental Fuel	
	Mileage	
	Parking	
	Tolls	
	Other Ground Transportation	
Lodging (Requires Itemization) 	Room Charge	See travel account codes on page A.
	Taxes/Fees	See travel account codes on page A.
	Parking	See travel account codes on page A. 720609 - Local Transportation
	Internet/Phone Internet	See travel account codes on page A.
	Internet/Phone Phone	See travel account codes on page A.
	Meals Food/Meal - Employees Only	720103 - Food and Provisions 720702 - Alcohol
	Meals Employee Recognition/Retirement	720702 - Alcohol 720703 - Hospitality/Entertainment
	Meals Receptions	
	Meals Outreach - Non-Employee	
	Meals Donor Relations	
	Meals Recruitment	720103 - Food and Provisions 720702 - Alcohol
	Meals Entertainment and Gifts	720703 - Hospitality/Entertainment
	Meals Travel Status Meal	See travel account codes on page A.
	Meals Athletic Group Meals	See travel account codes on page A.
	Business Center Meeting Room	770251
	Laundry	See travel account codes on page A.
Other	See travel account codes on page A.	
Meals and Events 	Food - Meal/Employees Only	720103 - Food and Provisions 720702 - Alcohol
	Employee Recognition/Retirement	720702 - Alcohol
	Receptions	720703 - Hospitality/Entertainment
	Outreach - Non-Employee	
	Donor Relations	


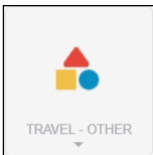
Expense Types in Chrome River (cont.)


Expense Type	Sub-Expense Itemization Type	Actual Account Value (Mapped)
Meals and Events (cont.) 	Recruitment	720103 - Food and Provisions 720702 - Alcohol
	Entertainment and Gifts	720703 - Hospitality/Entertainment
Non Employee, Consultant, Participant Expenses 	Consultant Expense Reimbursement	730106 - Consultant Expense Reimb
	Professional Services Expense Reimbursement	730211 - Prof Services Expense Reim
	Research Subject Payments	810101 - Research Subject Payments
	Research Subject Reimbursements	810102 - Research Subject Reimb
	Participant Non-Travel	810201 - Participant Non-Travel
	Participant Travel	810204 - Participant Travel
	Participant Registration	810202 - Participant Registration
	Participants Stipend Per Diem	810203 - Particip Stipend PerDiem
Per Diem 	Per Diem Wizard	See travel account codes on page A.
	Daily Per Diem	
	Extended Day	
Short Term Leases 	Building - Conference - Facility	770251 - Building-Conference-Facility
	Equipment	770202 - Equipment
	Other	770299 - Other
Supplies and Services (Requires Itemization) 	Operating Supplies Postage	720107 - Postage
	Operating Supplies Food and Provisions	720103 - Food and Provisions
	Operating Supplies Office Supplies	720105 - Supplies Office Supplies
	Operating Supplies Books & Published Materials	720102 - Books/Pub Material

Expense Types in Chrome River (cont.)

Expense Type	Sub-Expense Itemization Type	Actual Account Value (Mapped)
Supplies and Services (Requires Itemization) (cont.) 	Operating Supplies AV-Photo-Art Supplies	720101 - AV-Photo-Art Supply
	Operating Supplies Linen Uniforms and Clothing	720104 - Linen - Uniforms / Clothing
	Operating Supplies Promotional & Award Items	720106 - Promo and Award Items
	Operating Supplies Gasoline	781106 - Gasoline
	Operating Supplies Non-SPA Publication Costs	720328 - Non-SPA Publication Costs
	Operating Supplies Other Supplies	720199 - Other Supplies
	Lab/Medical Supplies Lab Supplies	720299 - Lab Supplies
	Lab/Medical Supplies Field Supplies	720206 - Field Supplies
	Lab/Medical Supplies Animal Feed	720211 - Animal Feed
	Lab/Medical Supplies Animal Supplies	720212 - Animal Supplies
	Lab/Medical Supplies Dental Supplies	720203 - Dental Supplies
	Non-Capital Equipment Audio-Visual-Photo	750106 - Audio-Visual-Photo
	Non-Capital Equipment Computer Hardware	750101 - Computer Hardware
	Non-Capital Equipment Other Equipment	750199 - Other Equipment
	Non-Capital Equipment Athletic Recreational Equipment	750103 - Athletic Recreational Equipment
	Non-Capital Equipment Lab Scientific Equipment	750105 - Lab Scientific Equipment
	Services Fees and Services	720399 - Fees and Services
	Services Membership/Dues/Subscriptions	720311 - Membership/Dues/Subs
	Services Printing and Copying	720303 - Printing and Copying
	Services Shipping and Couriers	720318 - Shipping and Courier

Expense Types in Chrome River (cont.)

Expense Type	Sub-Expense Itemization Type	Actual Account Value (Mapped)
Supplies and Services (Requires Itemization) (cont.) 	Services Software License Fees	720310 - Software License Fees
	Services Laundry Services	720315 - Laundry Services
	Services AV-Photo-Art Graphic Design	720306 - AVPhotoArt Graphic Design
	Services Capital Equipment Fabrication Purchase	850104 - Cap Equip Fabrication Prch
	Services Education Abroad Fees	720305 - Education Abroad Fees
	Services Edit-Writing-Graphics-Photo	730203 - Edit Writing Graphics Photo
	Services Research Services	730207 - Research Services
	Services Repairs - Maintenance Other	780199 - Repairs - Maint Other
	Services Licenses and Fees	720312 - Licenses and Fees
Travel-Other 	Internet	See travel account codes on page A.
	Phone	
	Laundry	
	Travel Medication and Vaccine	720604 - Travel International (Foreign)
	Visa Fees	
	Relocation	720610 - Relocation
	Charter Services	720603 - Charter Services
	Drugs - Other	720205 - Drugs - Other
	Travel - Status Meal	See travel account codes on page A.
	Bundled Travel Expenses	

 Not all account codes are available in Chrome River. Select an account code aligned with the expense. For example, account code 720304 is not available; use 720308 instead. Contact your unit accountant and request a journal entry. Journals can be created in the Enterprise Financial System (EFS) to correct account codes.