

FREQUENTLY USED ACCOUNT CODES FOR TRAVEL

700	Sabbatical	AC	Accommodation	NS	Insurance
701	Visiting Lecturers	AR	Air Fare	PD	Per Diem Meals
704	Travel	CR	Car Rental	PS	Per Diem Accommodation
705	Recruitment	KM	Per Diem Mileage	RF	Reservation Fee
706	Conference	LT	Local Transportation	RG	Registration
707	Promotion	ME	Meals	TH	Other
				TN	Train

TRAINING - Internal 70950
 External 70951

NOTE:

PROFESSIONAL DUES 77106

If you are being reimbursed for conference registration the account code would be 706RG.

OTHER FREQUENTLY USED ACCOUNT CODES

70230	Hospitality Meals	73120	Photocopier
72000	Stationary & Office Supplies	73400	Telephone (Long Distance)
72300	Books	73530	Internet Charges
72310	Magazines and Periodicals	77105	Memberships
73020	Postage (Canadian)	77106	Professional Memberships
73021	Postage (Foreign)	78000	Computer Equipment
73100	Printing Internal	78035	Equipment Other
73110	Printing External	78300	Software

For more information on the policy governing **travel** and **other allowable expenses** consult the following website: www.concordia.ca/vpirsg/documents/policies/VPF-3.pdf