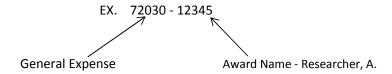
# FREQUENTLY USED EXPENSE ACCOUNTS FOR:

- Research Awards Internal and External
- Designated Awards
- TPDA, CPAA & Chairs' Stipend Awards

Effective April 1, 2016, expenditure coding for the above Award types should be as follows:

"Expense Account (5 digits)" - "Award Number (5 digits)"



#### **Please Note:**

This document includes an abbreviated list of frequently used expense accounts. If an appropriate expense account cannot be found on this list, please refer to the full University Chart of Accounts located on the Financial Services website at:

http://www.uwinnipeg.ca/financial-services/NEW%20FINANCIAL%20SYSTEM.html

## **Revenue Accounts:**

Types of revenue vary depending on the source of funding or monies received. Please refer to the full University Chart of Accounts, located on the Financial Services website (see address noted above), for the complete listing of revenue accounts. Revenue coding is the same as expense coding and is as follows:

"Revenue Account (5 digits)" - "Award Number (5 digits)"

Please direct any questions about revenue or expense coding for Awards to:

Research Accounting - researchaccounting@uwinnipeg.ca

# **Frequently Used Expense Accounts for Awards:**

#### Salaries & Benefits

#### **Academic Salaries**

70065 Acad Sal - Student Research Asst

## **Admin & Support Salaries**

70445 Admin & Sup - Casual Salaries

## Salaries - Research Asst Tri-Council Awards (Awards 10,000 - 19,999 ONLY)

70505 Sal - Student Rsch Asst - Bachelor's, Cdn/PR

70510 Sal - Student Rsch Asst - Bachelor's, Foreign

70515 Sal - Student Rsch Asst - Master's, Cdn/PR

70520 Sal - Student Rsch Asst - Master's, Foreign

70525 Sal - Student Rsch Asst - Doctorate, Cdn/PR

70530 Sal - Student Rsch Asst - Doctorate, Foreign

70535 Sal - Non-Stud Rsch Asst - Postdoc, Cdn/PR

70540 Sal - Non-Stud Rsch Asst - Postdoc, Foreign

70545 Sal - Non-Stud Rsch Asst - Other, Cdn/PR

70550 Sal - Non-Stud Rsch Asst - Other, Foreign

70555 Sal - Non-Stud Rsch Asst - Aeses, Cdn/PR

70560 Sal - Non-Stud Rsch Asst - Aeses, Foreign

#### Other Compensation

70605 Other Comp - Visiting Lectures/Spks

70610 Other Comp - Honorariums

## **Supplies, Services & Other Expenses**

## **Supplies**

### Office Expenses

72010 Office Supplies

72030 General Expenses

72035 Computer - Supplies

## **Business Meeting Expense**

72105 Business Mtgs - Internal

72110 Business Mtgs - External

## Services

### **Professional Fees - Miscellaneous**

73660 Prof & Consulting Fees - General

#### **Contracted - Technology Services**

74005 Computer Software - < \$1,000

74010 Computer Software - Subscriptions

74015 Computer Software - Licenses

## **Other Contracted Services**

74505 Other Services - Rsch Asst Stipend/Living Exp

74510 Other Services - Memberships

74555 Other Services - Subaward Payment

74560 Other Contracted Services

NOTE: These accts are to be used for coding of salaries to Tri-Council Awards.
This detail is required for Form 300 reporting.

# Frequently Used Expense Accounts for Awards, continued:

## Services, continued

## **Telephone & Internet Services**

74605 Mobility Charges

74610 Internet Charges

#### **Other Expenses**

### **Travel Expenses**

#### **Travel Expenses - General**

75110 Travel - Air Transportation

75115 Travel Agents Fees

75120 Travel - Other Transportation

75125 Travel - Hotel

75130 Travel - Meals/Per Diem

75135 Travel - Other Costs

75140 Travel - Parking Costs

75195 Prepaid Travel Expenditures

## **Travel Expenses - Professional Development**

75210 PD Travel - Air Transportation

75215 PD Travel - Agents Fees

75220 PD Travel - Other Transportation

75225 PD Travel - Hotel

75230 PD Travel - Meals/Per Diem

75235 PD Travel - Other Costs

75240 PD Travel - Parking Costs

## **Events**

76130 Events - Sponsorships

76135 Events - Hall Rental

76140 Events - Food Costs

76150 Events - Hosting Costs

## Socio/Cultural Expenses

76205 Field Trips

76210 Program Meals

76215 Workshop

76220 Socio-Cultural Expenses

## **Professional Development**

77010 Training & Development - Staff

77015 Training & Development - Rsch Asst

77025 Training & Development - Conference Fees (local conferences, no travel)

(incl. conf. registration re: travel)

(incl. conf. registration re: travel)

### Bldg, Furn, Equip, Comp & Vehicle Expenses

## **Furniture & Equipment Expenses**

78210 Furniture - > \$1,000

78215 Furniture - < \$1,000

78220 Equipment - > \$1,000

78225 Equipment - < \$1,000

78230 Equip - Scientific > \$1,000

78235 Equip - Scientific < \$1,000