

CONCUR ACCOUNT HIERARCHY: FORM OF TRAVEL - DOMESTIC

Repair	229	Gift in lieu of Lodging	374
Advertising	251	Hotel	
Audio Visual	254	Hotel Tax	
Entrance Fees	257	Incidentals	
Professional Dues/Memberships		Individual Meals while Traveling	
Alcoholic Beverages	259	Laundry	
Entertainment - Staff		Maximum Cap on Grants Award (minus)	
Entertainment: Client/Candidate Recruiting		Movies	
Food-Meetings- Staff		Parking	
Food - Guest Speaker Events	261	Passports/Visa Fees	
Food- Student Meetings	262	Provided Meals	
Site Visits		Rebates/refunds (minus)	
Venue Rental Space	266	Taxable Meals	
Maintenance/Service Agreements	275	Taxi/Shuttle/Ground Transportation	
Officials	284	Tips/Gratuities	
Contractual Fees	289	Tolls/Road Charges	
Excursion Fees	299	Train	
Gifts - Staff		University Vehicle (Gas receipts)	
Gifts - Students		Group Meals	378
Gifts- Alumni/Clients		Group Hotel	380
Museum Exhibitions/Installation		Student Travel-Paid By Colgate	
Program Expense		Spouse/Dependent Travel Expenses	383
T Shirts		Uniforms	385
Books	301	Airfare	386
Serials	302	Capital Projects Mileage	387
Digital Preservation	309	Personal Car Mileage	
Minor Equipment	310	Relocation Mileage	
Computer Minor Equipment	311	Office Supplies/Office Expense	486
Postage	316	Teaching Supplies	490
Printing	321	Binding	508
Rental/Lease	328	Shipping/Freight	540
Research Materials	330	Interlibrary Loans	545
Software	338	Museum/Materials Conservation	561
Training	344	OCLC/Marcive	563
Subscriptions	347	Capital Projects Misc	758
Business Phone Calls	361	Capital Projects Misc	
Telephone - Non Travel		Capital Projects Mileage	759
Internet Fees	366	Food Expenses - Kitchen	921
Student travel-Paid By Student	372	Foreign Bank Account Offset	10099
Airline Fees	374	NBT Debit Card Offset	
Allowable Per Diem Exception		Textbook Inventory	10513
Car Rental		General Book Inventory	10514
Conference Registration Fees		General Merchandise Inventory	10515
Daily Allowance		Computer Inventory	10516
Daily Allowance (gross)		Cash Advance Return	20178
GAS/Fuel (Rental Vehicle)		Non Reimbursable/Personal Expense	20180

CONCUR ACCOUNT HIERARCHY: FORM OF TRAVEL - INTERNATIONAL

Repair	229	Airline Fees	374
Advertising	251	Conference Registration Fees	
Audio Visual	254	GAS/Fuel (Rental Vehicle)	
Entrance Fees	257	Gift in lieu of Lodging	
Professional Dues/Memberships		Incidentals	
Entertainment - Staff	259	Laundry	
Entertainment: Client/Candidate Recruiting		Maximum Cap on Grants Award (minus)	
Food-Meetings- Staff		Movies	
Food - Guest Speaker Events	261	Parking	
Lecturer/Consultant-Foreign Only		Passports/Visa Fees	
Food- Student Meetings	262	Rebates/refunds (minus)	
Site Visits		Tolls/Road Charges	
Venue Rental Space	266	Train	
Maintenance/Service Agreements	275	University Vehicle (Gas receipts)	
Officials	284	Group Meals	378
Contractual Fees	289	Group Hotel	380
Excursion Fees	299	Student Travel-Paid By Colgate	
Gifts - Staff		Allowable Per Diem Exception	382
Gifts- Alumni/Clients		Car Rental	
Museum Exhibitions/Installation		Daily Allowance	
Program Expense		Daily Allowance (gross)	
T Shirts		Hotel	
Books	301	Hotel Tax	
Serials	302	Individual Meals while Traveling	
Digital Preservation	309	Provided Meals	
Minor Equipment	310	Taxable Meals	
Computer Minor Equipment	311	Taxi/Shuttle/Ground Transportation	
Postage	316	Tips/Gratuities	
Printing	321	Spouse/Dependent Travel Expenses	383
Research Materials	330	Uniforms	385
Software	338	Airfare	386
Training	344	Personal Car Mileage	387
Subscriptions	347	Office Supplies/Office Expense	486
Business Phone Calls	361	Teaching Supplies	490
Telephone - Non Travel		Binding	508
Internet Fees	366	Shipping/Freight	540
Student travel-Paid By Student	372	Interlibrary Loans	545
		Museum/Materials Conservation	561
		OCLC/Marcive	563
		Foreign Bank Account Offset	10099
		NBT Debit Card Offset	
		Non Reimbursable/Personal Expense	20180

CONCUR ACCOUNT HIERARCHY: FORM OF TRAVEL - NON-TRAVEL EXPENSES

Repair	229	Gift in lieu of Lodging	374
Advertising	251	Hotel	
Audio Visual	254	Hotel Tax	
Entrance Fees	257	Incidentals	
Professional Dues/Memberships		Individual Meals while Traveling	
Entertainment - Staff	259	Laundry	
Entertainment: Client/Candidate Recruiting		Maximum Cap on Grants Award (minus)	
Food-Meetings- Staff		Movies	
Food - Guest Speaker Events	261	Parking	
Food- Student Meetings	262	Passports/Visa Fees	
Venue Rental Space	266	Taxi/Shuttle/Ground Transportation	
Maintenance/Service Agreements	275	Tips/Gratuities	
Officials	284	Tolls/Road Charges	
Contractual Fees	289	Train	
Excursion Fees	299	University Vehicle (Gas receipts)	
Gifts - Staff		Group Meals	378
Gifts - Students		Group Hotel	380
Gifts- Alumni/Clients		Uniforms	385
Program Expense		Airfare	386
T Shirts		Personal Car Mileage	387
Books	301	Relocation Mileage	
Serials	302	Office Supplies/Office Expense	486
Digital Preservation	309	Teaching Supplies	490
Minor Equipment	310	Binding	508
Computer Minor Equipment	311	Shipping/Freight	540
Postage	316	Interlibrary Loans	545
Printing	321	Museum Exhibitions/Installation	561
Rental/Lease	328	Museum/Materials Conservation	
Research Materials	330	OCLC/Marcive	563
Software	338	Capital Projects Misc	758
Training	344	Capital Projects Mileage	759
Subscriptions	347	Food Expenses - Kitchen	921
Business Phone Calls	361	Foreign Bank Account Offset	10099
Telephone - Non Travel	361	NBT Debit Card Offset	
Internet Fees	366	Textbook Inventory	10513
Airline Fees	374	General Book Inventory	10514
Allowable Per Diem Exception		General Merchandise Inventory	10515
Car Rental		Computer Inventory	10516
Conference Registration Fees		WB Mason Offset - Acctg Only	20177
GAS/Fuel (Rental Vehicle)		Non Reimbursable/Personal Expense	20180

CONCUR ACCOUNT HIERARCHY: FORM OF TRAVEL - RELOCATION

Advertising	375
Allowable Per Diem Exception	
Car Rental	
GAS/Fuel (Rental Vehicle)	
Hotel	
Hotel Tax	
Incidentals	
Individual Meals while Traveling	
Internet Fees	
Maximum Cap on Grants Award (minus)	
Parking	
Passports/Visa Fees	
Postage	
Rebates/refunds (minus)	
Shipping/Freight	
Tips/Gratuities	
Tolls/Road Charges	
Train	
Airfare	386
Airline Fees	
Personal Car Mileage	387
Cash Advance Return	20178
Non Reimbursable/Personal Expense	20180