

Macalester College Standard Operating Procedure

Out-of-Pocket Expense Account Codes



MACALESTER
COLLEGE

Business Services

The purpose of this standard operating procedure is to list expense account codes available for reimbursement request to Macalester College employees through the Wells Fargo pcard OOP program.

	Expense Category	G/L Code
1.	<input type="radio"/> Airfare Domestic	704000
2.	<input type="radio"/> Airfare Foreign	704200
3.	<input type="radio"/> Audio Visual Supplys	700003
4.	<input type="radio"/> Books	700501
5.	<input type="radio"/> Cleaning Supplys	700009
6.	<input type="radio"/> Clothing	700002
7.	<input type="radio"/> Computer Software	700604
8.	<input type="radio"/> Conference Fees	704500
9.	<input type="radio"/> Dues Memberships	702000
10.	<input type="radio"/> Entrance Fees	704505
11.	<input type="radio"/> Equipment	700600
12.	<input type="radio"/> Food	700005
13.	<input type="radio"/> Gasoline Domestic	704005
14.	<input type="radio"/> Gasoline Foreign	704205
15.	<input type="radio"/> Ground Tran Domestic	704003
16.	<input type="radio"/> Ground Tran Foreign	704203
17.	<input type="radio"/> Hospitality Supplys	700004
18.	<input type="radio"/> Hotels Domestic	704001
19.	<input type="radio"/> Hotels Foreign	704201
20.	<input type="radio"/> Instruction Lab Sup	700001
21.	<input type="radio"/> Meals Domestic	704002
22.	<input type="radio"/> Meals Foreign	704202
23.	<input type="radio"/> Medical Supplies	700012
24.	<input type="radio"/> Mileage	704004
25.	<input type="radio"/> Office Supplies	700000
26.	<input type="radio"/> Parking Tolls	704006
27.	<input type="radio"/> ParkingTolls Foreign	704206
28.	<input type="radio"/> Periodicals Subscrip	700502
29.	<input type="radio"/> Postage	701000
30.	<input type="radio"/> Printing Services	703003
31.	<input type="radio"/> Prizes Awards Mac	720003
32.	<input type="radio"/> Telephone	701500
33.	<input type="radio"/> Transportation Serv	703314