

Expense Types Requiring Additional Information

Expense Type	GL Account	Required Information
PPD - Fuel Automotive Supplies	640500	Expenses for Duke owned or leased vehicles – provide Duke Service Vehicle number, if applicable
PPD - Business Meals/Meetings	696000	Date; Location; Attendees (list if < 10); Relationship to Duke; Planned Agenda
PPD - ContEd/Registr/Training	691700	Name of Attendee(s); Course/Class/Conference name; Date of Class
PPD - Employee Relocation	693000	Employee Name; DUID; Describe Expense; Designate who will pay taxes, if applicable
PPD - Computer Software	677600	Expenses over \$500 require: Description of item(s); Physical location; Business purpose; Who owns the property; Duke or employee; Designate who will pay taxes, if applicable
PPD - Computer Supplies	640800	
PPD - Computers/Comp Accessories	677400	
PPD - Equipment Purchases	677200	
PPD - Furniture/Furnishings	677100	
PPD - Minor Machinery/Equip	675700	
PPD - Losses/Damages	695600	Describe expense; if personal charge, document the check # & bursar receipt # for the repayment
PPD - Gift Certificates/Cards	691800	Approval of the appropriate Dean, Director or Dept. Head; Recipient names(s); Recipient(s) DUID (SSN's may not be recorded in SAP); Value of gift provided to each participant; Business Purpose; Designate who will pay tax, if applicable
PPD - Gifts and Awards	693200	
PPD - Tuition Grad	691700	Name of Attendee; Course/class - include whether coursework is for undergrad or graduate study; Course dates; Designate who will pay tax, if applicable; Business purpose of coursework
PPD - Tuition Undergrad		
PPD - Entertainment/Develop	693200	Date; Location; Name of Attendees (if < 10); Business Relationship to Duke
PPD - Domestic Travel	698600	Traveler's name; Destination; Departure date and time; Return date and time; Business purpose of trip; Meal expenses – include attendee(s) names (or number if over 10); Relationship of traveler to Duke
PPD - International Travel	698700	
PPD - Development Dom Travel	699000	
PPD - Development Int'l Travel	699100	
PPD - Recruitment Expense	692800	
PPD - Trainee Travel	698900	
PPD - Athletic Team Travel	698400	
PPD - Dues/Mem/Cert Fees	690600	

