

Corporate Card Non-Travel - Expense Types and General Ledger (G/L) Account Posting

PPD Travel Expense Types

On the Corporate Card Non-Travel Expense Report, travel expenses can be included when Duke is paying for travel for someone who is not a Duke employee (including nonemployee students) or in instances where travel cannot be reassigned to the appropriate Duke employee.

Travel Expenses Mapping to G/L 698600 (G/L not included in expense type list)

PPD Airfare	PPD Lunch
PPD Breakfast	PPD Other Expenses
PPD Car/Equipment Rental	PPD Parking
PPD Conference Registration Fees	PPD Taxi/Other Transp
PPD Dinner	PPD Telephone/Fax
PPD Internet Fees	PPD Train Fare
Lodging and PPD Lodging	

Travel Expense Types - Map to Specific G/L (G/L included in expense type list)

Note: Any type of expense that should map to the G/L listed should be assigned this expense type. (Example: breakfast or lunch would be assigned to PPD Develop Dom Travel)

PPD Athletic Team Travel	698400	PPD Develop Int'l Travel	699100
PPD Develop Dom Travel	699100	PPD Team Meals Athletics	695800
PPD International Travel	698700	PPD Domestic Travel	698600

PPD Miscellaneous Expense Types

On the Corporate Card Non-Travel Expense Report, miscellaneous corporate card expenses are mapped to the G/L account included in the expense type list.

Expense Type	G/L Account	Expense Type	G/L Account
AP Corporate Card Clearing	200940	M&R - Buildings	681000
Advertising/Publicity	690200	M&R - Carpentry	680800
Animal Caging & Accessories	640700	M&R - Computer Software	687600
Animal Feed & Bedding	640600	M&R - Electrical System	682000
Asset Under Construction & Eqp	668300	M&R - Furniture & Furnishings	687100
Auto Damage Claim	697530	M&R - HVAC	682400
Auto Liability Claim	697532	M&R - Land Improvements	680200
Bioengineered Drugs	641700	M&R - Machinery & Equipment	683000
Bookbinding S&M	645200	M&R - Non-Capital Construction	688100
Buildings	671000	M&R - Office Machinery & Equip	687200

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Business Meetings	696000	M&R - Pest Control	681500
COGS - Journals-Print & Bind	652100	M&R - Plumbing and Steam	682200
COGS - Market Printing	652165	M&R - Preventative Maintenance	686100
COGS - Transferred/Issued	653000	M&R - Project Office Reimbursement	688105
COGS - Groceries	651300	M&R - Reimbursables	686500
COGS - Meat	651400	M&R - Renewals	686400
COGS - Other Foods Items	651500	M&R - Ships & Vessels	684000
COGS - Postage	653500	M&R - Steam Distribution System	680400
Cable TV Charge	692000	M&R - Unplanned Maintenance	686300
Cell Phone Charges	698230	Machinery & Equipment	665000
Computer Repair	687400	Maintenance & Shop S&M	645500
Computer Software	677600	Marine Lab Store	158800
Computer Supplies	640800	Marketing Freight	693665
Computers & Accessories	677400	Monographic Series/Sets	666600
Continuing Ed/Registration/Training	691700	Monographs	666300
Contract Work	691600	Moving & Assembly	696300
Copier - Supplies & Materials (S&M)	646800	NC Sales Tax DU Pcrd	146100
Copy Equipment Recharge	714100	Newspaper & Periodical	666100
Copy Expense	645900	Non-Book Materials	666700
DU Press Art Perm	191313	Non-Disposable Culinary S&M	641100
DUH Investment Affiliate	164300	Office Machinery & Equipment	667200
Damage University Housing Facility	697400	Office Supplies	646000
Data Pro-Outside Service	692100	Out-Patient Care	696400
Develop Office Supplies & Materials	641300	P&E - Mainframe Computer Server	677300
Diesel Oil	693802	Paging Service Charges	698300
Direct Mail Market Expense	693100	Patient Care Supplies & Materials	646500
Disposable Culinary (S&M)	641000	Permanent Interior Furnishings	672700
Drugs and Pharmaceuticals	641500	Photographic Supplies & Materials	646700
Dues/Memberships/Certification Fees	690600	Physics Instrument Shop	194100
Employee Relocation	693000	Physics Storage Room Inventory	155900
Employee Agn Contract Payment	692700	Play Production Supplies & Materials	647100
Entertainment/Development	693200	Postage Inventory	156001
Entry/Exam Fee	692900	Postage/Shipping	693600
Equipment Purchases	677200	Professional Services - Editorial	622061

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Equipment Rental	693400	Professional Services	622000
Experimental Subjects/Blood Donors	622500	Property Claims	697535
Forms	642200	Public Relations Expense - Tax Inv	693250
Fuel & Automotive Supplies	640500	Public Relations Marketing	693265
Fuel Oil & Heat Charge	693800	Publication Expenses	647000
Furniture/Furnish	677100	Rare Books	666800
Furniture and Furnishings (Capital)	667100	Recruitment Expenses	692800
GL Claim Building Injury	697520	Research Drugs	641800
GL Claim Properly Other	697525	Ships & Vessels - Deck Supplies	645521
Gases - Not Cook/Heat	642500	Ships & Vessels - Engineering Supplies	645522
Gifts & Awards	693200	Ships & Vessels - Medical Supplies	645525
Gift Certificates/Gift Cards	691800	Ships & Vessels - Minor Equip S&M	645526
Grounds keeping Supplies and Materials	643000	Ships & Vessels - Navigation Supplies	645523
Hospital Dietary Groceries	641200	Ships & Vessels - Steward Supplies	645524
Hospital Instruments	643500	Safety Supplies & Materials	645501
Housekeeping Supplies & Materials	644000	Space Rentals	697200
Housekeeping	694400	Special Events & Conference Svcs	716100
Instructional Supplies	644500	Sterile Trays	647400
Insurance	694800	Stores Capos	195300
Insurance/Other	694900	Stores Inventory Clearing	195301
Intensive Patient Care S&M	646400	Subsc/Books/Journals/Periodicals	646100
Internet Access Fees	698222	Services Purchase - No Contract	697300
Lab/Research Supplies	645000	Taxes/Licenses	697600
Lab Services	695300	Telephone Maintenance	688600
Laundry	695200	Telephone Systems Apps & Conn	678600
Legal Fees	690800	Telephone Usage	698000
Library Replacement/Lost Material	676300	Trainee Travel (training grants only)	698900
Library Catalog Cards	645300	Trunk Line Charges	698100
Library Work Tools	676100	Tuition Graduate	691700
Light & Power	695400	Tuition Undergraduate	691700
Losses and Damages	695600	Uniforms	648000
M&R - Automotive Equipment	685000	University Photo Recharges	799200
M&R - Building Painting	681200	Water	699400
M&R - Building Security	681400		