

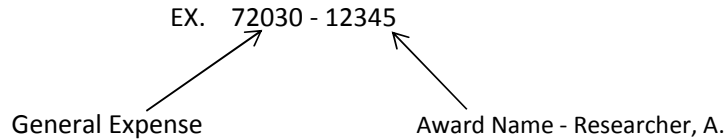


FREQUENTLY USED EXPENSE ACCOUNTS FOR:

- 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



THE UNIVERSITY OF WINNIPEG

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

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

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



THE UNIVERSITY OF WINNIPEG

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 (incl. conf. registration re: travel)
- 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 (incl. conf. registration re: travel)
- 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)

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