




**Expense Claim Account Codes:** This list details the most commonly used account codes or range of codes for expense claims. Please refer to the full [FAST account listing](#) on our website for a more comprehensive list and for departmentally specific codes not listed here. Please choose an account code that best fits the nature of the transaction.

<p><b>Travel</b> (Range: all from 7000-7099)</p> <ul style="list-style-type: none"> <li>Employee Travel 7000</li> <li>Mileage 7005</li> <li>Conference Travel 7004</li> <li>Prepaid Travel 7009</li> <li>Relocations (new staff) 7003</li> </ul>		<p>Note on mileage: ACCT tracks mileage separately from other travel codes so that UVic can claim an available fuel rebate; that is why the Travel Expense Reimbursement automatically adds the account code to these charges</p>	
<p><b>Goods Purchases</b></p> <p><b>General Goods</b></p> <ul style="list-style-type: none"> <li>Miscellaneous supplies 7200, 7209-7219</li> <li>Instructional supplies 7202</li> <li>Paper supplies 7204</li> <li>Photocopy supplies 7205</li> <li>Toner / ribbons 7206</li> <li>Books / subscriptions 7230</li> <li>Janitorial supplies 7245</li> <li>Safety supplies 7253</li> <li>Postage 7288</li> </ul> <p><b>Computers &amp; equipment</b></p> <ul style="list-style-type: none"> <li>Software 7207</li> <li>Equipment 7401</li> <li>Computers &amp; accessories 7402</li> </ul> <p><b>Cost of goods sold (for resale)</b> 7800-7899</p> <p><b>Equipment rentals &amp; maintenance</b></p> <ul style="list-style-type: none"> <li>Equipment repairs 7500</li> <li>Equipment maintenance 7501</li> <li>Equipment rental 7502</li> </ul>	<p><b>Service Purchases</b></p> <p><b>General Services</b></p> <ul style="list-style-type: none"> <li>Sundry services 7275, 7294, 7295</li> <li>Couriers 7278</li> <li>Advertising 7276</li> <li>Off-campus printing 7290</li> <li>Recruitment 7291</li> <li>Space rentals 7292</li> <li>Staff training 7293</li> <li>Inter-library loans 7333</li> </ul> <p><b>Communications/data services</b></p> <ul style="list-style-type: none"> <li>Long distance 7274</li> <li>Landline phone/fax 7285</li> <li>Cell / pager expenses 7362</li> <li>Data comm/internet 7323</li> </ul> <p><b>Other services (T4A type usual)</b></p> <ul style="list-style-type: none"> <li>Sundry services 7275</li> <li>Honorariums 7282</li> <li>Subject fees 7289</li> <li>Music/entertainment 7335</li> </ul> <p><b>Special categories</b></p> <ul style="list-style-type: none"> <li>Hospitality 7283</li> <li>Memberships 7287</li> <li>Licenses and fees 7279</li> <li>Donations 7300</li> </ul>		

\*Please **DO NOT** use 59XX or 92XX account codes on expense claims. These account codes are reserved for recording internal charges. Internal charges occur when one university department sells goods or services to another university department. The sale and payment are normally recorded on a JV.

**What documentation is required to support reimbursements (including travel)?**

- All reimbursement claims require the original, detailed receipt; indicating how the amount was paid (proof of payment) to be attached to the claim.
- Debit and/or credit card slips by themselves are only allowed for taxi, shuttle, gas and parking expenses. Restaurant receipts must show the items ordered, otherwise per diem amounts may be used. All other expenses should be supported by the till receipt or invoice supplied by the seller. Hotel folios, flight itineraries, and online purchase pages that do not acknowledge payment are not valid receipts.
- Some research granting agencies require supporting documentation beyond UVic requirements. Please be aware of any specific documentation requirements of the grant to which you are charging expenses.

**I misplaced a receipt that I want to claim on my expenses, what do I do?**

- If you have lost a receipt, first try and get a copy of it from the supplier. This is usually easy if it was a hotel folio or e-purchase.
- If you are unable to get a replacement, you must include an affidavit with your claim stating the circumstances for the missing receipt, the cost (supported if possible), and have the affidavit signed by your one over one authorizer.

**What signatures are required on travel and expense claims?**

- Claimants are required to sign for their T&E reimbursement requests. Visitors should be asked to submit a note or email with their expenses UVic prepares on their behalf.
- FAST Account Holders are required to sign approval of the charges to their account. Delegates can sign up to the amount they are authorized.
- One over One signature is required on all expense claims. The person who is your supervisor is your one/one, this authority cannot be delegated to a lower position.
- Depending on the expense type and policy, a higher authorization may also be required (AVP, VP, Dean, etc). Please refer to controlling [policy](#) for specifics.