

SPEND CATEGORY GUIDE

11/25/2019

If there is not a code listed here that applies to the expense being processed, please contact a Financial Assistant in the Business Office.

Category	Workday Spend Category Name	Workday Spend Category	Workday Description
DUES & FEES			
	DUES AND MEMBERSHIPS	SC275	Dues and membership fees paid to educational, business and athletic associations or societies.
	LICENSE FEES	SC271	Payments to the State of CT and other governmental units to cover professional license fees for doctors, architects, engineers, etc. Also the registration/sitting fee for exam required as part of the professional licensure process.
	SEVIS AND USCIS FEES	SC272	To Segregate accounting for payments of SEVIS (Student and Exchange Visitor Information System) fees in behalf of students and visiting scholars seeking J-1 or F-1 visas. And students and visiting scholars to the us citizenship and immigration services (premium processing, visa, etc.)
	TRAINING AND DEVELOPMENT	SC229	Training and development services [NOT provided by the Learning Center and/or other University units]
FURNITURE/EQUIPMENT	Workday Spend Category Name	Workday Spend Category	Workday Description
Furniture			Contact Building Services
Computers			Contact IT
General Equipment Rental	RENTAL OF EQUIPMENT	SC262	Rental Charges for equipment rental
MATERIALS & SUPPLIES	Workday Spend Category Name	Workday Spend Category	Workday Description
	PERIODICALS & BOOKS	SC139	Subscriptions or purchases of newspapers, journals, magazines, books and other publications (including electronic format) which will not be incorporated into the University Library.
	FILM, SLIDES, TAPES & RECORDINGS	SC140	Films, slides, tapes, recordings and materials and supplies for developing these items, which are not to be incorporated into the University Library.
	SUPPLIES - OTHER	SC178	Charges for supply costs not easily classified in any other expenditure type used for supply cost expenses.
	OFFICE SUPPLIES	SC498	Cost of basic office and similar supplies. Provides the ability to perform central evaluation of supply contracts.
	POSTAGE	SC179	Payments for stamps, metered postage and rental of postage meters and post office boxes.
SERVICE EXPENSES	Workday Spend Category Name	Workday Spend Category	Workday Description
	PRINTING, COPY AND DESIGN EXPENSE	SC198	Charges for printing, graphic design and photocopying services, including preproduction (e.g., typesetting) and finishing services (e.g., cutting, collating and binding).
	COPYRIGHT AND SIMILAR FEES EXPENSE	SC208	Fees for use of copyrighted materials, permissions and similar expenses (e.g. musical scores, drama/theater royalties to publishing house agents)
	FREIGHT SHIPPING AND DELIVERY	SC204	Freight charges including FEDEX and other delivery services, armored car and courier services
	HONORARIA	SC218	Payments to guest speakers (excludes payments for travel and related expenses)
	HUMAN RESEARCH PAYMENTS	SC226	Payments made to human subjects involved in research studies (do not split based on privileged/not privileged list information)
	SERVICES - OTHER	SC206	Charges for service costs not easily classified in any other expenditure type used for specific service expenses.
	PROGRAM EVENT FEE SERVICES	SC215	Bundled cost associated with holding special programs or events such as equipment and furniture rental, labor cost for staging the event, etc.
	RECYCLING AND SHREDDING	SC213	Costs associated with recycling, shredding and similar expenses.
	PROFESSIONAL SERVICES - SOFTWARE	SC231	Payments for software consultations, installation, upgrade and maintenance.
	PROFESSIONAL SERVICES - MGT CONSULTING	SC230	Fees for consulting services provided to the University.
	DATA EDITING, TRANSLATION, AND ANALYSIS	SC238	Fees for data management, data sets, and analysis. (e.g. translation services, biostatistician services, research services, on-line surveys, grant writing, etc.)
	PROFESSIONAL SERVICES - OTHER	SC236	Payments to individuals or companies providing a service who are not employees of Yale; includes fees for
	PROFESSIONAL SERVICES - MUSICAL	SC235	Payments to professional musicians, singers, and persons or groups tasked with providing music.

STUDENT / POST DOC AID	Workday Spend Category Name	Workday Spend Category	Workday Description
	Stipend or Fellowship - Other	SC079	Stipends or fellowships paid to any others beyond degree candidates or postocs (served by Office of Postdoctoral Affairs). See tax website for additional details; includes but not limited to tuition at Yale or other institutions, living or travel expenses, etc.
	Stipend or Fellowship-Degree Candidate (Current Students)	SC077	Stipends or fellowships paid to degree candidates (undergrad, graduate, professional school, doctoral candidates). See tax website for additional details; includes but not limited to tuition at Yale or other institutions, living or travel expenses, etc.
TRAVEL & BUSINESS	Workday Spend Category Name	Workday Spend Category	Workday Description
	Group Meals and Food (Not Travel Meals)	SC249	Group meals (business meals) and food other than travel meals, kitchen and breakroom supplies
	Kitchen & Breakroom Supplies	SC250	Kitchen and breakroom supplies including but not limited to bottled water, water filtering service (e.g. provided by Poland Spring, Nestle Waters). Not for use on SPAGR awards.
	ENTERTAINMENT AND ALCOHOL, INCLUDES INT'L	SC256	If the non-alcohol part of the bill will be charged to a Grant, then alcohol, whether as part of a meal or social/holiday function, must be separated out from the total bill and reported on this line .
	CONFERENCE AND SEMINAR ATTENDANCE	SC257	Fees to attend meetings, conferences or seminars.
	ADMISSIONS CHARGES	SC403	Expenses paid for admission to museums, exhibitions and similar events. Conferences and seminars have a standalone spend category and should not be charged here.
TRAVEL-DOMESTIC			
Airfare-Domestic	TRAVEL-DOMESTIC-AIRFARE	SC738	Transportation expense during travel on University business (includes rental car, mileage, cab, train, etc.)
Travel-Unallowable-Domestic	TRAVEL-DOMESTIC-UNALLOWABLE	SC749	Any unallowable costs, for federal purposes, during travel within the United States. Includes costs in excess of the lowest available commercial discount airfare (coach or equivalent). These items must be separated and charged to this account.
Ground Transportation-Domestic	TRAVEL-DOMESTIC-TRANSPOTATION	SC745	Transportation expense during travel on University business (includes Train, rental car, mileage, cab, train, etc.)
Lodging-Domestic	TRAVEL-DOMESTIC-LODGING	SC746	Lodging expenses during travel on University business
Meals-Actual (Domestic)	TRAVEL-DOMESTIC MEALS	SC747	Individual meals during travel on University business
Meals-Per Diem (Domestic)	TRAVEL-DOMESTIC MEALS	SC747	Individual meals during travel on University business
Travel-Other (Domestic)	TRAVEL-DOMESTIC-OTHER	SC748	Other expenses during travel within the United States (United States, Puerto Rico, U.S. Virgin Islands).
TRAVEL-INTERNATIONAL			
Airfare-INTERNATIONAL	TRAVEL-INTERNATIONAL-AIRFARE	SC739	Airfare costs while traveling on University business outside the United States (United States, Puerto Rico, U.S. Virgin Islands). Sponsored awards must refer to their awarding agency for definition of domestic and international.
Travel-Unallowable-International	TRAVEL-INTERNATIONAL-UNALLOWABLE	SC744	Any unallowable costs, for federal purposes, during travel outside the United States. Includes costs in excess of the lowest available commercial discount airfare (coach or equivalent). These items must be separated and charged to this account.
Ground Transportation-Internat'l	TRAVEL-INTERNATIONAL-TRANSPORTATION	SC740	Transportation expense while traveling on University business outside the United States (United States, Puerto Rico, U.S. Virgin Islands). Includes rental car, mileage, cab, train, etc.
Lodging-International	TRAVEL-INTERNATIONAL-LODGING	SC742	Lodging expense while traveling on University business outside the United States.
Meals-Actual-International	TRAVEL-INTERNATIONAL-MEALS	SC741	Individual meals during travel on University business outside the US.
Meals-Per Diem-International	INTERNATIOANL PER DIEM MEAL	SC741	Individual meals during travel on University business outside the US.
Travel-Other-Internatioanl	TRAVEL-INTERNATIONAL-OTHER	SC743	Other expenses during travel outside the United States (United States, Puerto Rico, U.S. Virgin Islands).
OTHER EXPENSES	Workday Spend Category Name	Workday Spend Category	Workday Description
Rental of Non-Yale Room	RENTAL - BUILDING AND OTHER SPACE	SC284	Rental charges for space and buildings not owned, but occupied by the University (permanently or semi-permanently - likely through operating lease). Do not use to charge for "event rental" of space.

Gifts, Gift Cards, Flowers	APPRECIATION AND RECOGNITION	SC297	<i>CHECK WITH BUSINESS OFFICE PRIOR TO PURCHASING ANY APPRECIATION AND RECOGNITION FLOWERS, GIFTS OR GIFT CARDS.</i> Cost of items to show favor toward someone, honor an occasion, or make a gesture of appreciation (e.g. retirement/farewell gift, sympathy fruit basket/flowers, shirts, caps, pins, etc.) (Policy 3303.2).
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