

GSA Expense Account Codes 2015/16

	Staff Salary and Executive Honoraria		Executive Operations and Travel Cont'd.		Operating Costs, Equipment & Supplies		Operating Costs, Equipment & Supplies Cont'd.
12001	Staff and Commons Coordinator Salary		26001 Domestic Airfare		25001 Bank Account Charges/Fees (recurring)		54001 Printer Cartridges/Toner
13001	Presidential Honorarium		26002 International Airfare		25002 Bank Account Charges/Fees (one-time)		55001 Electronic Equipment (Excluding Computers)
14001	VP Finance Honorarium		26003 Domestic Busfare		25003 Bank Account Interest		55002 Computer Software (Purchases)
15001	VP Operations and Communication Honorarium		26004 International Busfare		25004 Bank Account Cheque Supplies		55003 Computer Software (Licences)
16001	VP Academic Honorarium		26005 Car Rental		25100 Credit Card Charges / Fees		55004 Computer Hardware Purchases
17001	VP External Honorarium		26007 Van Rental		25101		GSA Services
18001	VP Student Affairs Honorarium		26008 Taxi / Carshare		25200 Moneris Debit/Credit Machine Charges / Fees (recurring)		56001 UPASS Administration Services
19001	Aboriginal Liason Honorarium		26009 Personal Vehicle Milage		25201 Moneris Debit/Credit Machine Charges / Fees (one-time)		57001 GSA Handbook Printing Services
20001	Academic Council Chairperson		26010 Fuel / Gasoline		25202		
20002	AGM Chairperson		26011 Other Transportaion		45001 Equipment Maintanece and Repair		
20003	SGM Chairperson		26012 Hotel/Motel Lodgings		45002 Building Maintenance and Repair		
20111	Academic Council Minute Taker		26013 Other Lodgings		45003 Grounds Maintenance and Repair		
20112	AGM Minute Taker		26101 Conference Registration		45004 Furniture Maintenance and Repair		
20113	SGM Minute Taker		26102 Event Registration		45005 Maintenance Materials and Supplies		
25000	Electoral Officer		26200 Domestic Travel Per Diem		45006 Custodial Services		
25001	By-election Officer		26201 International Travel Per Diem		45007 New Equipment		
25002	Returning Officer		26202 Meals While Travelling		45008 New Furniture		
	Academic Council Operations		27001 Executive Meeting Food and Beverage		46001 GSA Commons Insurance Chrages		
			27002 Executive Retreat Food and Beverage				
			27003 GSA Sports/Campus Rec Expenses				
21001	Academic Council Food and Beverage		Student Funding and Bursaries		46002 Miscellaneous Insurance Charges		
21102	AGM Food and Beverage		37001 Graduate Student Club Funding		47001 Telecom Access Fee		
21103	SGM Food and Beverage		38001 GSA Needs-Based Bursaries		47002 Telecom Directory Advertising Charge		
21004	Townhall Food and Beverage		38002 GSA Bursaries (Other)		47003 Telecom Equipment Rental		
21111	Academic Council Funding Attendance		39001 GSA Travel Award Funding		47004 Telecom Long Distance Charges		
21112	Academic Councils Event Funding				47005 Telecom Voicemail Charges		
22001	Summer bursary Committee Food and Beverage				48001 Building Lease		
22002	Winter bursary committee Food and Beverage		GSA Event Funding		49001 ISC Incorporation Fees		
22003	Fall bursary Committee Food and Beverage		<i>Refer to Detailed Specific Event Budget Sheets</i>		49002 ISC Miscellaneous Fees		
22004	Committee 4 Food and Beverage		40000 Fall Orientation		49003 WCB Fees		
22005	Committee 5 Food and Beverage		40500 Winter Orientation				
22006	Committee 6 Food and Beverage		41000 GSA Awards Gala Funding		50000 Printing Paper		
22010	Townhall Food and Beverage		42000 GSA Conference Funding		50001 Envelopes / Other Stationary		
	Financial and Other Services		43000 GSA summer event		50002 File Folders / Binders		
23240	Auditing Services		44000 GSA fall events		50003 Business Cards		
23241	Accounting Services		45000 GSA winter events		50004 Name Tags / Identification Badges		
23242	Book Keeping Services				50005 Other Office Supplies		
23243	Legal Services				50006 Writing Implements		
23245	Governance Expert Services				50007 Cleaning Supplies		
23246	Consulting Services				50008 Paper Towels, Kleenex		
23247	Dispute Resolution Services				50009 Dish Washing Supplies		
23248	Audio/Visual Media Production Services				51002 Tea for Commons		
23249	Professional Photography Services				51003 Hot Chocolate for Commons		
23250	Typesetting/Graphic Design Services				51004 Coffee/Tea Supplies for Commons		
23251	Engraving/Award Services				51005 Water Supplies for Commons		
23252	Printing/Publishing Services				51006 Other Food/Beverage Supplies for Commons		
23253	Election Printing/Publishing Services				52001 Computer Rental and Lease	QUERY	Childcare
23299	Other Professional Services				52002 Computer Storage Rental and Lease		
	Executive Operations and Travel						
30001	Presidential Discretionary Fund				53001 Postage		
31001	VP Operations Discretionary Fund				53002 Mailing Services		
32001	VP Academic Discretionary Fund				53003 Local Courier		
33001	VP External Discretionary Fund				53004 Provincial Courier		77777 Only use if no other codes are applicable. Supply detailed info.
34001	VP Student Affairs Discretionary Fund				53005 National Courier		88888
35001	VP Finance Discretionary Fund				53006 International Mailing Services		99998 GSA Tech Venture Startup Funding
36001	Aboriginal Liason Discretionary Fund				53007 Freight Services		99999