

Type of Expense	Specific	Travel (Class Order)	AP (Class Order)	Object Code
Conference Registration	Pre-payment	T or P	-	2040
		-	N, X, or P	2045
	Reimbursement	Express	-	3300
	Registration Fee + Meals	T or P	-	2100
				2040
Training Registration (workshop)	With Travel	-	N, X, or P	2045
	No Travel	-	N, X, or P	3300
Webinar		-	N, X, or P	3300
Course Fee		-	N, X, or P	3300
Symposium		-	N, X, or P	3300
Meals (Entertainment)	Business Meetings	T, A, or P	-	3308
	On-the-Job Meals	T, A, or P	-	3310
<i>For meal payments that require attendee lists & business justifications, submit to Travel Accounting with appropriate class order</i>	Morale-Building	T, A, or P	-	3308
	Programmatic Activities in Support of Educational Programs (athletics, study hall, student programs)	T, A, or P	-	3310
	Recruitment	T, A, or P	-	3310
	ASUCLA Meal Tickets	T, A, or P	-	3310
Non-Consumable Event Supplies <i>Send to AP if non-consumable items are invoiced separately from consumable items</i>	Event Signage	-	A, N, or P	3307
	Card stock & Envelopes for Invitations	-	A, N, or P	3307
	Graphic Design Work for Event	-	A, N, or P	3307
	Floral Decorations	-	A, N, or P	3307
	Marketing Materials for Event	-	A, N, or P	3212
	Event Furniture Rentals (linens, tables)	-	A, N, or P	5920
Meeting Room Rental <i>Send to AP if non-consumable items are invoiced separately from consumable items</i>		-	A, N, or P	3307
Lodging (Guest Rooms)		T	-	2000
Valet Parking Services for Events		-	A, N, or P	3465
Event Coordination Services		-	A, N, or P	3320
Event Giveaways for Marketing or Memorabilia		-	A, N, or P	3214
Limousine Services	Includes Taxi Rides	T, A, or P	-	2025
Bus Charter Services	Includes Group Transportation for Events	-	A or P	3010
Sponsorships/Contributions	With Benefit	-	N, X, or P	3397
	No Benefit - Donation	T, A, or P	-	3397
	Event with Meal	T, A, or P	-	3397
Performance Agreements for Events approved by Insurance & Risk Management (IRM)	<i>Submit form signed by Department, Artist & IRM</i>	-	N, X, or P	3307

Color Code Key:

Submit to Accounts Payable	Submit to Travel Accounting
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