
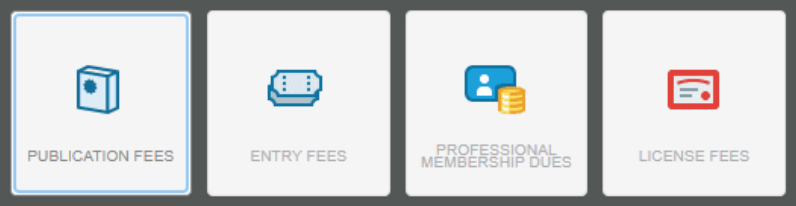

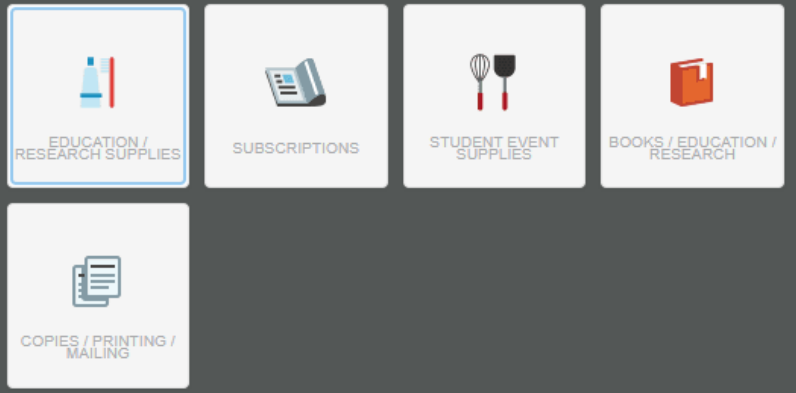

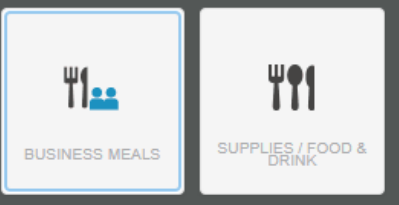





# Expense Tile Guide

The Mason Finance Gateway uses “tiles” to break expenses into categories. Each tile or sub-tile is mapped to the appropriate Banner expenditure account code to automatically post to department ledgers. Use the guide below to determine the correct tile when reporting business expenses.













## Non-Travel Expenses

Tile	Sub-Tile(s)	Account Code(s)
 <p>DUES / FEES</p>		Publication Fees – 73675 Entry Fees – 73462 Professional Membership Dues – 73210 License Fee – 73211
 <p>SUPPLIES &amp; SERVICES</p>		Education/Research Supplies – 74741 Subscriptions – 73220 Student Event Supplies – 74782 Books/Education/Research – 74740 Copies/Printing/Mailing – 73150
 <p>FOOD &amp; BEVERAGE</p>		Business Meal – 73880 Supplies/Food & Drink – 74620
 <p>REGISTRATION</p>		Registration – 73890
 <p>NON TRAVEL MISCELLANEOUS / OTHER</p>		Non Travel Misc. – drop down list of Expenditure Account codes (Only use when specific account does not exist on another Tile)






















# Expense Tile Guide

 <p>ITEMIZATION</p>		<p>Itemization – Used for itemizing a receipt that contains several different purchase types (i.e., a conference registration and professional membership dues)</p>
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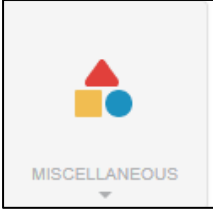
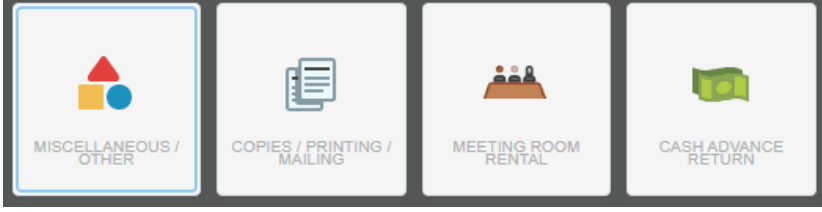

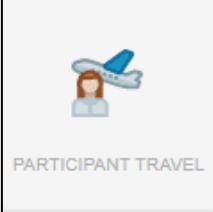
## Travel Expenses

Tile	Sub-Tile(s)	Account Code(s)
 <p>AIR / RAIL</p>	 AIRFARE  TRAIN / RAIL  BAGGAGE FEE  TICKET CHANGE FEE	<p>Airfare domestic – 73830, (International - 73894 Hawaii/Alaska—73895, Candidate/Non-Employee-73832) Train/Rail – 73834 (Candidate/Non-Employee – 73832) Baggage Fee – 73830 (Candidate/Non-Employee-73832) Ticket Change Fee – 73830 (Candidate/Non-Employee – 73832)</p>
 <p>GROUND TRANSPORTATION</p>	 CAR RENTAL  CAR RENTAL FUEL  MILEAGE  PARKING / TOLLS  PUBLIC TRANSPORTATION  TAXI / CAR SERVICE / SHUTTLE	<p>Car Rental – 73831 (Candidate/Non-Employee – 73832) Car Rental Fuel – 73831, (Candidate/Non-Employee – 73832) Mileage – 73820 (Candidate/Non-Employee – 73821) Parking/Tolls – 73852 (Candidate/Non-Employee - 73821) Public Transportation – 73834 (Candidate/Non-Employee -73832) Taxi/Car service/Shuttle – 73834 (Candidate/Non-Employee – 73832)</p>

# Expense Tile Guide

 <p>HOTEL</p>	 <p>RECURRING</p>  <p>HOTEL - LODGING</p>  <p>HOTEL - TAXES / FEES</p>  <p>HOTEL - GROUP LODGING</p>  <p>GROUP HOTEL - TAXES / FEES</p>  <p>HOTEL - INTERNET / WIFI</p>  <p>HOTEL - PARKING</p>  <p>MEALS</p>  <p>MISCELLANEOUS</p>  <p>HOTEL - PERSONAL EXPENSE - NON-REIMBURSABLE</p>	<p>Account codes vary depending on employee/student/non-employee and domestic vs. International.</p> <p>Personal expenses will not be reimbursed but may be noted to itemize the hotel bill.</p> <p>*Group lodging is only applicable to previously approved group travel.</p>
 <p>MEALS / ENTERTAINMENT</p>	 <p>MEALS - PER DIEM WIZARD</p>  <p>BUSINESS MEALS</p>	<p>Meals/Per Diem – 73880, 73881—73834 (Candidate/Non-Employee - 73832)</p> <p>Business Meals – 73880</p>
 <p>COMMUNICATIONS</p>	 <p>PHONE / DATA</p>	<p>Phone/Data – 73770</p>
 <p>REGISTRATION</p>		<p>Conference/Seminar Domestic Registration – 73890 (international – 73891)</p>
 <p>DUES / FEES</p>	 <p>FOREIGN TRANSACTION FEE</p>  <p>TRAVEL AGENCY FEE</p>  <p>VISA FEE</p>	<p>Foreign Transaction Fee – 73891</p> <p>Domestic Travel Agency Fee – 73830 (international – 73894, Hawaii/Alaska— 73895, Candidate/Non-Employee – 73832)</p> <p>Visa Fee – 73891</p>

# Expense Tile Guide

 <p>MISCELLANEOUS</p>	 <p>MISCELLANEOUS / OTHER    COPIES / PRINTING / MAILING    MEETING ROOM RENTAL    CASH ADVANCE RETURN</p>	<p>Miscellaneous/Other – 73890          Copies/Printing/Mailing – 73150          Meeting Room Rental – 73890          Cash Advance Return – 30229-421411-90100</p> <p>*For Non-Travel the Miscellaneous/Other is a drop-down list of uncommon expense codes to choose.</p>
 <p>ITEMIZATION</p>		<p>Itemization – Used for itemizing a receipt that contains several different purchase types (i.e., Meeting room rental and copies/printing)</p>
 <p>PARTICIPANT TRAVEL</p>		<p>Participant Travel – 73865</p>