

Expense codes related to Conferences & Professional Development

	Purpose	Example	Comments
Services & Professional Fees:			
75030 Membership Dues	Institutional Memberships Only	ARIO, AAHRPP, AALAS, NABR, ORCID, NORDP, UCLA training, UMR, URA	Also include NACUA if approved by VPR; state bar fees OK in FY21, not in FY22 and beyond
75150 Advertising and Promotions	External vendor promotional items		
75690 Food Service Payments	Food for Member/Panel meetings		IACUC and IRB - Please use this for Member/Panel meetings
Travel, Conferences & Prof Devel:			
76705 Internal Meals & Lodging	Food for Departmental meetings		
76720 Special Events-Development			
76725 Special Events-Educational			
76726 Special Events-Other			
76730 Professional Development	Indiv Membership Fees or Course Fees		Includes personal certifications
76765 Domestic Travel-Transportation			
76766 Domestic Travel-Hotel/Lodging			
76767 Domestic Travel-Meals & Incidt			
76768 Domestic Travel-Meals-Group			
76769 Domestic Travel-Alcohol Bever			
76770 Foreign Travel-Transportation			
76771 Foreign Travel-Hotel/Lodging			
76772 Foreign Travel-Meals & Incidts			
76777 Domestic Travel-Mtg& Conf Fees	Indiv Conference Fees	NCURA, FDP, SRAI, PRIM&R	This includes virtual conferences
76780 Intl Office Visa Process Fee			