

Natural Accounts

If the number you are looking for is not shown, please see your business person

Natural Account	Description	Definition
52940	Copying Costs: Posters	Fees charged for printing posters. Posters used for conferences.
52930	Office Supplies: Computer*	Consumable items such as computer paper, printer cartridges and miscellaneous computer accessories.
52950	Office Supplies: General*	General office supplies (pens, paper, batteries)
52970	Postage & Shipping	Charges incurred to mail items by U.S. Mail or Fed Ex, UPS, etc.
56025	Travel Air Baggage Fees	Fees charged for baggage
56030	Travel Air Domestic	Airfare to/from U.S. & Canada locations only
56040	Travel Air International	Airfare to/from outside the U.S. and Canada
56050	Travel Business Meeting Expenses	Costs incurred to hold scheduled and/or informal business meetings of short duration. Examples of chargeable costs would include: food/beverage and meeting supplies etc., if the meeting was held in a business setting. Use this category for lunch/dinner with visitors, faculty candidates.
56060	Travel Conference & Convention Registration Fees	Costs or fees paid to attend conferences, conventions and workshops.
56070	Travel Currency Conversion Fees	Cost of the fees charged by credit card transaction processors for any transaction that involves a foreign bank.
56080	Travel Lodging & Accommodations Domestic	Lodging and accommodation expenses for employees while on business travel in the U.S. and Canada.
56090	Travel Lodging & Accommodations International	Lodging and accommodation expenses for employees while on business travel internationally.
56100	Travel Meals Receipted meals or Per Diem	Used for Per diem meal allowance and for receipted meals. You can only claim one or the other on the expense report not both. It will be returned. Per Diem form must be used.
56110	Travel Meeting Space Fees	Cost for off-site meeting space fees
56120	Travel Passport & Visa Fees	Visa fees related to international travel for conference attendance.
56130	Travel Rail Domestic	Rail fare for employee travel in the U.S. and Canada
56140	Travel Rail International	Rail fare for employee travel outside the U.S. and Canada
56150	Travel Training Course Fees	Registration fees for attending off-campus Educational training courses.
56160	Travel Transportation Bus	Cost of bus transportation expenses related to employee travel.
56170	Travel Transportation Personal Car Mileage	Cost of mileage on personal car per IRS rate related to employee travel.
56180	Travel Transportation Rental Car	Cost of renting a vehicle related to employee travel.
56190	Travel Transportation Rental Car Fuel	Cost of fuel used when renting a vehicle related to employee travel.
56200	Travel Transportation Taxi & Car Service	Taxi and car service expenses related to employee travel.
56210	Travel Transportation Tolls & Parking	Toll and parking expense related to employee travel
56220	Travel Telephone & Mobile	Telephone and mobile expenses related to employee travel.
56990	Travel Other	Cost of travel BUSINESS expenses not covered by any of the other categories.
58020	Software	Cost of software not purchased through Rutgers portal.
58090	Equipment**	Equipment purchases of less than \$500.
66510	Dues Professional Memberships	Membership dues related to professional assoc. membership
66520	Dues Subscriptions	Cost of subscriptions and publications to educational and professional periodicals.

* Purchases in these categories are for emergencies only and require expanded justifications that include why a purchase order could not be used for purchase.

** Equipment purchases of less than \$500 are allowed on expense reports, however an justification that includes why a purchase order could not be used must be included.