

Expense Item List for use on Expense Reports

The Workday Expense Report allows you to enter the expense item by using the Expense Item name. Expense Items map to Spend Categories so that they can be posted to the General Ledger. Multiple Expense Items may map to the same Spend Category. Best Practice is to enter the name or key word of the Expense Item and then choose the most appropriate one for your transactions. Expense items (in blue column) are how you should categorize and code your Expense Report transactions. The below chart provides you the Expense Item name (along with Expense Reporting Grouping that you can use to filter by Expense Item Categories), and a definition if currently available/applicable.

Expense Item Group	Expense Item	Expense Item Description
Equipment	Equipment - Animal Caging - Asset Purchase	The purchase of animal cages under by YARC.
Equipment	Equipment - Animal Caging - Lease	
Equipment	Equipment - Cleaning & Maintenance - Asset Purchase	
Equipment	Equipment - Cleaning & Maintenance - Lease	
Equipment	Equipment - Computer - Asset Purchase	
Equipment	Equipment - Computer - Lease	
Equipment	Equipment - Electrical & Power - Asset Purchase	
Equipment	Equipment - Electrical & Power - Lease	
Equipment	Equipment - Food Preparation and Serving - Asset Purchase	
Equipment	Equipment - Food Preparation and Serving - Lease	
Equipment	Equipment - Furniture - Asset Purchase	
Equipment	Equipment - Furniture - Lease	
Equipment	Equipment - Laboratory Instruments - Asset Purchase	
Equipment	Equipment - Laboratory Instruments - Lease	
Equipment	Equipment - Musical Instruments - Asset Purchase	
Equipment	Equipment - Musical Instruments - Lease	
Equipment	Equipment - Office & Photographic - Asset Purchase	
Equipment	Equipment - Office & Photographic - Lease	
Equipment	Equipment - Recreational and Athletic - Asset Purchase	
Equipment	Equipment - Recreational and Athletic - Lease	
Equipment	Equipment - Refrigeration, Air Conditioning, Air Circulation - Asset Purchase	
Equipment	Equipment - Refrigeration, Air Conditioning, Air Circulation - Lease	
Equipment	Equipment - Shop - Asset Purchase	
Equipment	Equipment - Shop - Lease	
Equipment	Equipment on Capital Projects - Central Only	
Fees	Program and Event Fees and Services	
Services - Other		
Fees	Conference & Seminar Fees	
Training and Conferences		
Food and Beverage	Bottled Water & Breakroom Supplies	
Food and Beverage	Entertainment and Alcohol	
Food and Beverage	Group Meals and Food	
Maintenance	Maintenance of Equipment	
Rentals	Laundry Service and Linen Rental	
Rentals	Rental of Photocopy Equipment	
Services - Other	Data Editing Translation and Analysis	
Services - Other	Human Research Payments	
Services - Other	IT Services	
Services - Other	Lab Services - Patient Care	
Services - Other	Medical Services Other	
Services - Other	Printing, Copy and Design	
Services - Other	Radiology Services	
Services - Other	Recycling and Shredding	
Services - Other	Research Services	
Services - Other	Services - Outside Contractors	
Services - Other	Services - Student	

Services - Other	Study Participant Advance	
Services - Other	Book Advertising and Promotion	
Yale Press Production Costs		
Services - Professional	Professional Services - Advertising and Promotion	
Services - Professional	Professional Services - Musical	
Services - Professional	Professional Services - Other	
Services - Professional	Professional Services - Study Subject Recruitment	
Services - Professional	Professional Services - Theatrical	
Services - Professional	Professional Services - Unallowable	
Services - Professional	Professional Services- Software	
Supplies	Animal Purchase and Supplies	
Supplies	Materials Film, Slides, Tapes & Recordings	
Supplies	Materials for Buildings and Grounds	
Supplies	Materials Periodical & Books	
Supplies	Medical Supplies	
Supplies	Postage	
Supplies	Supplies - Chemicals (Not Restricted or Hazardous)	
Supplies	Supplies - Genomic Arrays	
Supplies	Supplies - Office	
Supplies	Supplies - Other	
Supplies	Supplies - Research	Supplies - Research
Supplies	Supplies - Safety and Protective Items	
Supplies	Supplies - Software Cloud License	
Supplies	Supplies - Software Purchased	
Supplies	Theatrical Production Materials	
Supplies - Restricted	Supplies - Diagnostic Imaging	
Supplies - Restricted	Supplies - Radioisotopes	
Training and Conferences	Training and Development	
Travel	Airfare - Domestic	Airfare for travel within the United States
Travel	Airfare - International	Airfare for travel outside the United States
Travel	Domestic Per Diem Meal	Meal for domestic travel using federal per diem
Travel	Domestic Per Diem Meal eff. 10/2016	Meal for domestic travel using federal per diem
Travel	Ground Transportation	
Travel	International Per Diem Meal	Meal for international travel using federal per diem
Travel	International Per Diem Meal - Manual	Manual expense item for international per diem rate corrections or payouts at less than the Federal Per Diem Rate.
Travel	Lodging	Lodging
Travel	Mileage Reimbursement	Personal Vehicle Reimbursement for University Travel
Travel	Net Personal Expense Adjustment	
Travel	Parking	
Travel	Travel - Individual Meal	Individual meals while traveling. Not a group business meal; not per diem.
Travel	Travel - Other	
Travel	Travel and Expense Advance	
Vehicle Expenses	Gas & Oil for Vehicles	
Yale - Other Expenses	Appreciation and Recognition	
Yale - Other Expenses	Collection Digitization Expense	Collection Digitization Expense
Yale - Other Expenses	Collection E-materials backfiles	Collection E-materials backfiles
Yale - Other Expenses	Collection E-materials digitized archival	Collection E-materials digitized archival
Yale - Other Expenses	Collection NonRare Microforms	Collection NonRare Microforms
Yale - Other Expenses	Collection NonRare Music Scores	Collection NonRare Music Scores
Yale - Other Expenses	Collection NonRare Video Recordings	Collection NonRare Video Recordings
Yale - Other Expenses	Collection Rare Maps	Collection Rare Maps
Yale - Other Expenses	Collection Rare Serials	Collection Rare Serials
Yale - Other Expenses	Community Support	
Yale - Other Expenses	Dining CGS - Non-food Items	Dining CGS - Non-food Items
Yale - Other Expenses	Employee Personal Expense	
Yale - Other Expenses	Freight Shipping and Transportation	
Yale - Other Expenses	Materials for Resale	
Yale - Other Expenses	Materials University Owned Clothing	
Yale - Other Expenses	Other Expenses	
Yale - Other Expenses	Other Unallowable Costs	
Yale - Other Expenses	Petty Cash Replenishment for Advances	Petty Cash Replenishment for Advances
Yale - Other Expenses	Prepaid Expenses	Prepaid Expenses

Yale - Other Expenses	Relocation	
Yale - Other Expenses	Supplies - Dining and Food Service Operations - General	Supplies - Dining and Food Service Operations - General
Yale - Other Expenses	Supplies - Dining and Food Service Operations - Paper & Disposables	Supplies - Dining and Food Service Operations - Paper & Disposables
Yale - Other Expenses	Supplies - University Collections	Supplies - University Collections
Yale - Other Expenses	Telecommunications Expense	
Yale Collections (Libraries and Museums)	Collection Art and Museum	
Yale Collections (Libraries and Museums)	Collection E-Books	
Yale Collections (Libraries and Museums)	Collection E-Databases	
Yale Collections (Libraries and Museums)	Collection E-Journals	
Yale Collections (Libraries and Museums)	Collection E-Materials Other	
Yale Collections (Libraries and Museums)	Collection Manuscripts Rare	
Yale Collections (Libraries and Museums)	Collection NonRare Monographs	
Yale Collections (Libraries and Museums)	Collection NonRare Serials	
Yale Collections (Libraries and Museums)	Collection Rare Archives-Mixed Format	
Yale Collections (Libraries and Museums)	Collection Rare Graphic Materials	
Yale Collections (Libraries and Museums)	Collection Rare Monographs	
Yale Collections (Libraries and Museums)	Collection Rare Other	
Yale Collections (Libraries and Museums)	Collection Restoration Services	
Yale Collections (Libraries and Museums)	Collection Services Bibliographic	
Yale Collections (Libraries and Museums)	Collection Services Binding	
Yale Collections (Libraries and Museums)	Collection Services Other	
Yale Collections (Libraries and Museums)	Collection Services Preservation	
Yale Collections (Libraries and Museums)	Collections NonRare Other	
Yale Press Production Costs	Book Production Costs Buy-in	
Yale Press Production Costs	Book Production Costs Commission	
Yale Press Production Costs	Book Production Costs Freight	
Yale Press Production Costs	Book Production Costs Manufacturing	
Yale Press Production Costs	Book Production Costs Other	
Yale Press Production Costs	Book Production Costs Plant	
Yale Press Production Costs	Book Production Costs Royalty	