

Appendix B: Codes to use on UFS for Expenses Claims

	General Ledger Transaction codes	Projects Expenditure Type Code
Travel & Subsistence		
Air Travel	ETBZ	Travel/Foreign
Bus Travel	ETZZ	Travel/Home
Boat Hire & Charter	ETLZ	Travel/Foreign
Car Hire	ETHZ	Travel/Home
Car Parking	ETZZ	Travel/Home
Coach Hire	ETKZ	Travel/Home
Ferry Travel	ETCZ	Travel/Foreign
Hotel Accommodation	ETAZ	Travel/Subsistence
Interviewees Expenses	FMOA	Exceptional/Travel
Mileage for Private Vehicles	ETEZ	Travel/Home
Other General Travel and Transport	ETZZ	Travel/Home
Overseas Costs Incurred:		
ODA Air Fares/ Thesis expenses	FMAL	Travel/Foreign
Office Services inc Post and phone	FMAE	Exceptional/Travel
Overseas Travel	FMAI	Travel/Foreign
Rent, rates, cleaning, heating, lighting etc	FMAJ	Exceptional/Travel
Package Travel, Field Trips	ETTZ	Travel/Foreign
Passports	ETZZ	Travel/Foreign
Petrol for Hire and Pool Vehicles	ETZZ	Travel/Home
Rail Travel	ETFZ	Travel/Home
Subsistence	ETGZ	Travel/Subsistence
Taxi Hire	ETDZ	Travel/Home
Tram Travel	ETZZ	Travel/Home
Travel Insurance	ERFF	Travel/Home
Toll charges	ETZZ	Travel/Home
Underground Travel	ETZZ	Travel/Home
Van Hire	ETJZ	Travel/Home
Vaccinations	ETZZ	Exceptional/Travel
Visas	ETZZ	Exceptional/Travel
Volunteer Payments	EXEB	Exceptional/Travel
Entertainment		
Business Entertainment	FMNR	
Courtesy Expenses	EXEZ	
Gifts/Souvenirs	EXMZ	
Hospitality	EXEZ	
Speaker Entertaining	FMOL	
Staff Meals – Catering	ECZC	
Other		
Business Telephone Calls	EQEN	
Conferences & Meetings	ERBZ	
Exam Fees	EXAZ	
Lecture Fees- Foreign Visitors (Not taxed)	EXAB	
Long Service Awards –Assistant Staff	FDBH	
Private Telephone Calls Refund	EQEZ	
Professional Subscriptions	ERNZ	
Publications/Journals	EBDZ	
Salary Sacrifice	EXUA	
Training Courses	ERPZ	