

Commonly Used Banner Account Codes - External Expenses

71010	Purchase for Resale	Travel: UNC Employee*	
72110	Independent Contracts		
72115	Participant Stipends	72360	Professional Devel.-UNC Employee (Registration Fees, Webinars)
72125	Temporary Personnel (Temp Agency, Interns)	77110	In state Mileage Reimbursement-UNC Employee
72130	Business Purchased Services	77115	In state Travel Other-UNC Employee (Hotel, Parking,Car Rental, Tolls)
72131	Parking Permits	77117	In State Travel Per Diem-UNC Employee
72137	Coffee & Water Services	77210	Out of State Mileage Reimbursement-UNC Employee
72139	Advertising-Employee Recruitment (For Searches Only)	77215	Out of State Travel-UNC Employee (Airfare, Hotel, Parking, Car Rental)
72140	Advertising	77217	Out of State Per Diem-UNC Employee
72145	Public Relations	77220	Int'l Travel -UNC Employee (VP Signature Required)
72150	Purchased Medical Services	77222	Int'l Travel Per Diem-UNC Employee (VP Signature Req'd)
72155	Printing-External Source		
72160	Office Equipment Maintenance	Travel: Non-UNC Employees*	
72210	Office Supplies		
72215	Office Maintenance Supplies (Toner, Paper)	72355	Participation/Conf Fees-Non Employee
72219	Recruitment Supplies (Swag)	77521	In State Local Transportation-Non Employee
72220	Postage/Shipping (FedEx, USPS, UPS)	77522	In State Mileage Reimbursement-Non Employee
72230	Pcard Default Acct (Must Be Reallocated)	77523	In State Travel-Non Employee
72240	Computer Supplies (Hardware)	77531	Out of State Travel-Non Employee
72245	Computer Software/Licenses	77532	Out of State Mileage Reimbursement-Non Employee
72260	Books/Subscriptions (Non UNC Library)	77535	Int'l Travel-Non Employee
72275	NonCap Equip & Furniture Not Tagged		
72290	Instruction/Research/Lab Supplies	Travel: Participant (Internal & External Grants - Non-Employee)*	
72295	Uniforms (Band, Sports, Dining Services)		
72312	Prizes & Awards Reportable (Gift Cards, Honorariums)	77541	In State Local Transportation-Participant
72313	Prizes & Awards Non-Reportable (Confidential Recipient Gift Cards)	77542	Mileage Reimbursement-Participant
72335	Dues and Memberships	77543	In State Travel-Participant
72340	Employee Moving Expense	77544	Out of State Travel-Participant
72350	Licenses, Taxes & Fees-Publications, Abstracts, Journals	77545	Int'l Travel-Participant
72352	Software Maintenance Agreements		
72360	Professional Dev-UNC Employee (Registration Fees, Webinars)	Travel: Search Candidate (FOAP: 10000-54014-XXXXX-6000)	
72364	Copier Lease and Usage Charges		
72365	Rent/Oper Lease Bldg-External Venue (Skate Rink, UCCC)	72390	Official Functions (All Search Candidate Meals - UNC Employee Pays)
72370	Rent/Operating Lease-Equipment	77521	In State Local Transportation (Rideshare, Rental Car-In Colorado)
72380	Operating Expenses-Other	77522	In State Mileage Reimbursement-Non Employee (In CO, Not Rental Car)
72385	Royalties and Use Fees	77523	In State Travel-Non-Employee (Hotels, Parking, Meals-In CO)
72390	Official Functions/Training	77531	Out of State Travel-Non Employee (Airfare, Parking, Meals-Not in CO)
72715	Building Maintenance	77532	Out of State Mileage Reimbursement-Non Employee (Not Rental Car)
72720	Equipment Maintenance-Repairs	77535	Int'l Travel-Non Employee (All International Meal & Travel Expenses)
78010	Stipends and Allowances		
78015	Student Scholarships (Incl. Reimbursements for Non-Business Travel)	*The use of travel expense account codes is determined by the destination of the traveler. If the travel occurs inside the state of CO, or an individual is traveling to CO, then the travel expense is considered “in-state”. When the traveler’s destination is outside of the state of CO, the travel expense is considered “out-of-state”.	
Capital Expenses:		NOTE: For Employee Travel - Food Reimbursements Only:	
79010	Capital Lease Payments	Food Reimbursements w/No Receipts:	
79110	Capital Outlay IT Equipment (\$10,000 or More)	77117	In State Travel Per Diem-UNC Employee
79160	Capitalized Software/Licenses (\$10,000 or More)	77217	Out of State Per Diem-UNC Employee
79170	Capital Outlay Equipment (\$10,000 or More)		
79860	Capital Outlay Vehicles (\$10,000 or More)	Food Reimbursements w/Receipts:	
		77115	In state Travel Other-UNC Employee
Grants Only:		77215	Out of State Travel-UNC Employee
73010	Intergovernmental Purch service (Sub-Grant Exp)		
73050	Sub-Grant Expense-Other		
			Updated 4-8-25