

Select one of the following values for the Expenditure Type field:			
Expenditure Type	Description	EXAMPLES	REQUIREMENTS
CFR Conf Registration Fees	CONFERENCE –Conference registration fees.	Registration fees for a conference	
CFR Meeting Expenses	CONFERENCE –Conference or training meetings.	Attend a conference or training meetings	
CFR Staff Training Fees	CONFERENCE – Staff training fees associated with conferences or training.	Staff training fees associated with outside conferences or outside training for a specific purpose, i.e. computers, clinically related short training sessions	
CFR Subscription Services	CONFERENCE –Conference- or training-related subscription fees.	Subscription fees for conference or training, i.e. clinical books, medical software, etc.	
EQP IT Equip Other	EQUIPMENT – Information technology equipment that is not classified in another minor category. Cost must be \$5,000 or more.	Server - each component must be greater than \$5,000 - single components that are \$5,000 or less do not qualify for this expenditure type	
EQP Medical Equip	EQUIPMENT – Medical equipment purchased. Cost must be \$5,000 or more.	Centrifuge, etc. each component must be greater than \$5,000 - single components that are \$5,000 or less do not qualify for this expenditure type	
EQP Research Equip	EQUIPMENT – Equipment usable only for research, medical, scientific, or other technical project activities. Cost must be \$5,000 or more.	Microscope, etc. - each component must be greater than \$5,000 - single components that are \$5,000 or less do not qualify for this expenditure type	
FPS Participant Support	FELLOWS & PARTICIPANT SUPPORT – Costs associated with fellow and participant support.	Non-SUNY students/trainees that are paid to work on a research project - not identified by name on a grant; this is solely stipend support - NOT SALARY -	
FPS Participant Travel	FELLOWS & PARTICIPANT SUPPORT – Costs for fellow and participant travel.	Non-SUNY students/trainees that are paid to travel on a research project - not identified by name on a grant; this is solely stipend support - NOT SALARY -	
GNS Consultant Services	GENERAL SERVICES – General outside consulting services.	i.e. Honorariums/Consulting services - Independent Contractors	
GNS General	GENERAL SERVICES – General services required for the project.	All costs associated with operating the awarded project - this is all OTPS that doesn't fit within another category	
GNS IT Servs Software Licenses	GENERAL SERVICES – Software, software licenses, and upgrades (Information Technology).	i.e. warranties, software licenses, etc - REQUIRES ITS PRIOR APPROVAL for software connected to internet	Requires ITS approval PRIOR to purchase. ITS approval must be submitted with the purchase requisition.
GNS Other Professional Services	GENERAL SERVICES – Costs for professional services not otherwise classified.	i.e. temp agencies, payments to non-SUNY doctors, quest diagnostics	
GNS Subject Costs	GENERAL SERVICES – Payments to subjects.	Clinical Research (including clinical trials) that use human participants - all subject payments	
LSE Equip Maint Repairs Other	LEASE & SERVICES EQUIPMENT – Maintenance and repair of educational equipment, office equipment, office furniture, and lab equipment.	i.e. Maintenance / Service agreements for equipment purchased on grants; lease equipment on grants - NOT for Information Technology	
LSE Leases IT Equip	LEASE & SERVICES EQUIPMENT – Costs of information technology equipment leased for use on the project.	i.e. Maintenance / Service agreements for IT equipment purchased on grants; lease equipment on grants - FOR Information Technology	
PBS IT Telecommun Services	PUBLIC SERVICES – Project-related public service information technology telecommunications services.	i.e. grants that support public service activity and the IT telecomm services provided and is a requirement of grant services in the award and budget	
PBS Telephone Services	PUBLIC SERVICES – Telephone and related communication costs.	i.e. grants that support public service activity and telephone usage is a requirement of grant services	
PPP Outside Printing	POSTAGE AND PUBLISHING – Outside printing of project or activity, such as a book, monograph, pamphlet or scientific manual.	i.e. posters for an event specifically related to the award;	
PPP Postage	POSTAGE & PUBLISHING – Postage for mailings.	FedEx, etc.	
PPP Publishing	POSTAGE & PUBLISHING – Publishing the results of project activities, such as a book, monograph, pamphlet, or scientific manual.	i.e. manuscripts; journals, etc.	
RCH Animal Care	RECHARGES, CAMPUS SERVICES – Used when processing a zero invoice to transfer animal care expenses from a Service and Facilities project/task/award to the user of the service.	i.e. DCM facilities cage costs (invoiceable from DCM - Jacquelyn Alvarez)	
RCH Other Recharges	RECHARGES, CAMPUS SERVICES – Used when processing a zero invoice to transfer general costs that are not part of another minor category.	i.e. LICOR. etc.	
SUB Subawards above 25000	SUBAWARDS – Costs of subawards above \$25,000.	DHSU collects IC on the 1st \$25K; anything over that is this category	
SUB Subawards first 25000	SUBAWARDS – Costs of subawards up to \$25,000.	DHSU collects IC on the 1st \$25K; anything below that is this category	
SUP Below Threshold Equip	SUPPLIES – Equipment designated as below the \$5,000 equipment threshold. Supply cost must be less than \$5,000.	for all equipment where each piece is less than \$5,000	
SUP Books and Periodicals	SUPPLIES – Subscriptions to journals, a print or prints of a published book or pamphlet, and similar purchases of existing publications, including books for students.	i.e. purchasing books/journals - ordering subscriptions (must be in line with the work of the specific award)	
SUP Class General	SUPPLIES – Costs for general supplies.	i.e. all supplies NOT laboratory related	
SUP Class Lab	SUPPLIES – Costs for laboratory supplies.	i.e. all supplies laboratory related	

Select one of the following values for the Expenditure Type field:

Expenditure Type	Description	EXAMPLES	REQUIREMENTS
SUP Lab Animals	SUPPLIES – Costs of acquiring animals required for the conduct of research. Animal care costs are budgeted and spent separately from acquisition costs.	i.e. animals ordered for laboratory research - to be shipped to DCM	
TRV Domestic Travel	TRAVEL (DOMESTIC) – Travel costs within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	i.e. domestic hotel, transportation	
TRV Dom Travel Other	TRAVEL (DOMESTIC) – Costs of all other taxable travel expenses within the United States and its territories and possessions. Travel in Canada may be considered domestic if so defined by the sponsor policy.	i.e. while travelling domestic, incidental costs excluding hotel & transportation	
TRV Foreign Travel	TRAVEL (FOREIGN) – Costs of traveling outside of the United States and its territories and possessions.	i.e. foreign hotel, transportation	
TRV Foreign Travel Other	TRAVEL (FOREIGN) – Costs relating to foreign travel not allocated in the minor category Foreign Travel.	i.e. while travelling internationally, incidental costs excluding hotel & transportation	
TUI NonSUNY Tuition and Fees	TUITION AND FEES – Costs incurred outside SUNY for specialized training for a person in the conduct of a project.	i.e. training grants that provide T&F for NON-SUNY participants	
TUI SUNY Tuition and Fees	TUITION AND FEES – Costs of specialized training for a person in the conduct of a project.	i.e. training grants that provide T&F for SUNY participants	