

Expense Item	Expense Item Description	Expense Item categorized by Spend Category
Airfare		Airfare (SC034)
Artwork	Purchase of art for publications	Artwork (SC187)
Business Meals	MUST add the topic discussed and who attended	Business Meals (SC030)
Computers - Peripherals	Anything that plugs into a computer, must be approved by TRENDS	Computers - Peripherals (SC183)
Computers - Software	Must be approved by TRENDS	Computers - Software (SC184)
Event Fees/Tickets		Event Fees/Tickets (SC046)
Food Supplies	Grocery purchases for meals, NOT restaurants	Food Supplies (SC033)
Gasoline	ONLY for rental vehicles	Gasoline (SC037)
International Document Costs		International Document Costs (SC044)
Licenses/Permits/Fees		Licenses/Permits/Fees (SC049)
Lodging	Hotels and other lodging	Lodging (SC043)
Mileage		Mileage (SC041)
Outside Print Services		Outside Print Services (SC025)
Parking		Parking (SC039)
Postage		Postage (SC021)
Professional Dues/Memberships		Professional Dues/Memberships (SC047)
Professional Fees - Consulting	Examples - Editors, translators, transcribing	Professional Fees - Consulting (SC062)
Professional Fees - Research/Testing/Analysis	Paid to other labs	Professional Fees - Research/Testing/Analysis (SC064)
Registration Fees		Registration Fees (SC045)
Rental Vehicle		Rental Vehicle (SC036)
Shipping Supplies	Costs associated with packing an item for shipping	Shipping Supplies (SC023)
Shipping/Packing		Shipping/Packing (SC022)
Subscriptions/Publications		Subscriptions/Publications (SC048)
Supplies - Animal Care		Supplies - Animal Care (SC019)
Supplies - Educational		Supplies - Educational (SC004)
Supplies - Laboratory		Supplies - Laboratory (SC007)
Supplies - Office		Supplies - Office (SC005)
Taxi/Ride Share		Taxi/Ride Share (SC038)
Tolls		Tolls (SC040)
Train		Train (SC035)
Travel Meals	Restaurants, including room service or meals at hotels - when away from campus while traveling	Travel Meals (SC032)