

Accounting Codes

This document lists accounting codes used to classify and report common business travel and related expense categories. Its purpose is to provide clear guidance so employees and approvers can code expenses consistently, support accurate budgeting, and enable reliable reporting across the organization.

Account Code	Account Name	Description
5001	Meals & Entertainment	Expenses related to meals and entertainment for business purposes.
5002	Airfare	Expenses incurred for flight tickets and other air travel-related costs.
5003	Ground Transportation	Costs associated with transportation on the ground, such as taxis and buses.
5004	Hotel & Lodging	Expenses for accommodation, including hotel stays and other lodging options.
5005	Travel Insurance	Premiums for travel-related insurance coverage during business trips.
5006	Visa Permits	Costs for obtaining visas, permits, or other travel documentation.
5007	Office Supplies	Expenses for general office supplies such as paper, pens, and stationery.
5008	Postage & Courier	Costs for mailing documents and courier services for business purposes.