

Start screen

Amount	Description	Expense code
2.97	Postage of cards	
1.15	Fax contract	
14.41	Internet access at venue	
19.61	Telephone call conference meeting	
121.55	Participant reimbursement	
45.4	Professional subscription to Psychc	
14.83	Ticket to Science Museum exhibitio	
82.05	Fax forms	
11.6	Postage package	
21.26	Protective lab coat	


Step 1 - look up codes

Expense type	Expense code
Staff Training & Courses	22108
Travel Overseas	22110
Travel UK	22116
Books & Subscriptions	22032
Credit Card Charges	22163
Protective Clothing	22173
Conference Fees & Expenses	22109
Exceptional Items	22164
Fax Usage	22090
Food & Drink	22151
Entertain/Hosp Business	22113
Entertain/Hosp Staff & Stud	22114
Accommodation Overseas	22112
Accommodation UK	22111
Internet Access	22091
Computer Hardware	22005
Journals	22035
Postage	22104
Professional Subscriptions	22118

Step 2 - enter codes

Expense code
22104
22090
22091
22092
22133
22151
22167
22110
22100
22173

Step 3 - receive feedback



Beware of the time

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On average you go away for 04 s

