

Please contact your Department Business Manager or Office Coordinator to assist with preparation of PAFs and/or payment/expense process.

ORS NOTE	CODE	ACCOUNT NAME	ACCOUNT DEFINITION
Academic Year Salary	5010	TENURE TRACK FULL-TIME FACULTY SALARIES	Wages paid to contracted full-time tenure track faculty. (See also acct. code 5800)
Academic Year Salary	5020	NON-TENURE TRACK FULL-TIME FACULTY SALARIES	Wages paid to contracted full-time non-tenure track faculty. (See also acct. code 5800)
Academic Year Salary	5025		
Summer Salary	5032	SUPPLEMENTAL SALARIES - RESEARCH	Additional wages paid to full-time faculty in excess of their contracted amount for Instructional activities during the summer and/or intersession. (See also acct. code 5800) Additional wages paid to full- and/or part-time faculty in excess of their contracted amount for research

## UNDERSTANDING CHARGES IN GRANT EXPENDITURE REPORTS (LAWSON/WEBFOCUS)

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ORS NOTE	CODE	ACCOUNT NAME	ACCOUNT DEFINITION
	5420	TEMPORARY PART TIME SALARY	Compensation paid to employees that hold a temporary position (duration less than six months) within a University department.
	5800	BENEFIT EXPENSE - FACULTY (FULL-TIME)	Fringe benefits allocation for full-time faculty salaries based on a rate established by the University or governmental agency.
	5801	BENEFIT EXPENSE - FACULTY (PART-TIME)	Fringe benefits allocation for part-time faculty salaries based on a rate established by the University or governmental agency.
	5803	BENEFIT EXPENSE - STAFF FULL TIME	Fringe benefits allocation for full-time staff salaries based on a rate established by the University or governmental agency.
	5804	BENEFIT EXPENSE - STAFF PART TIME	Fringe benefits allocation for part-time staff salaries based on a rate established by the University or governmental agency.
	5807	BENEFIT EXPENSE - GRAD STUDENT TUITION	Fringe benefits allocation for grad student stipends (applicable to certain grants only) based on a rate established by the University or governmental agency.
	5808	BENEFIT EXPENSE - GRAD STUDENT INSURANCE	Fringe benefits allocation for grad student stipends (applicable to certain grants only) based on a rate established by the University or governmental agency.
	6110		

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	6202	PHOTOGRAPHY	Photography expenses, both internal & external, including: film, developing, photographer, etc..
	6203	ADVERTISING	Costs associated with advertising through all media channels (paper & electronic) that are incurred either internally and allocated to departments or paid to external vendors by the University in an effort to promote University operations.
<b>Postage &amp; Shipping</b>			
	6220	POSTAGE, SHIPPING, HANDLING	Costs of services provided by the LUC Mailroom or outside vendors including: in- or out-bound freight, parcel shipment, stamps, and express/special delivery/registered mail.
<b>Telecommunications</b>			
	6230	TELECOMMUNICATIONS	Phones, pagers, line & internet charges
	6231	TELEPHONE CHARGES - LONG DISTANCE	Reflects the costs of long distance telephone charges incurred by the LUC and distributed to departments based on actual occurrence.
	6232	TELEPHONE CHARGES - LOCAL	Reflects the costs of local telephone charges incurred by the LUC and distributed to departments based on actual occurrence.
<b>Contracted Services</b>			
<a href="http://www.luc.edu/ors/payingindividuals.shtml">See http://www.luc.edu/ors/payingindividuals.shtml</a>	6252	PROFESSIONAL & CONSULTING SERVICES	Costs incurred by non-Loyola licensed professionals (Architectural & Engineering, etc.) for contracted services based on a predetermined amount or rate. These charges include, but are not limited to: retainers, payment for services provided, travel, lodging, etc.
<b>Travel</b>			
	6300	TRAVEL - LOCAL (NON-RECRUITING, NON-INSTRUCTIONAL)	Parking, mileage, cabs, etc. (other than commuting) incurred on LUC business in the Chicago metropolitan area.
<b>Conferences, Conventions &amp; Meetings</b>			
	6310	PROFESSIONAL DEVELOPMENT, MEETINGS OR CONFERENCES - FACULTY &/OR STAFF(INCLUDES TRAVEL)	Total (non-salary) expenses incurred hosting &/or conducting meetings or conferences including, but not limited to: facility rental, the speaker's) fees and expenses, and all printed materials associated with the event. Also include the registration and travel fees (but not salary expenses) paid for sending any LUC employee to conferences, meetings or conventions conducted by other organizations.
	6312	MEMBERSHIPS & DUES	Dues & fees related to memberships in professional associations and organizations.
<b>Food Service/Catering</b>			
	6321	FOOD SERVICE/CATERING	Catered, restaurant, or grocery expenses associated with LUC hosted events and programs that are not part of Professional Development or Recruiting.
<b>Equipment Maintenance &amp; Rentals (Long &amp; Short-Term)</b>			
	6401	EQUIPMENT - MAINTENANCE SERVICE CONTRACT	Cost of payments on contract service agreements for equipment repairs and maintenance.

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	6402	EQUIPMENT RENTAL - PROGRAM	All single event or short-term (< 2 weeks) equipment rentals.
	6403	EQUIPMENT PURCHASED - MINOR	Useful life of at least 2 years and a cost of less than \$5,000/unit.
	6404	EQUIPMENT PURCHASED - MAJOR	Useful life of at least 2 years and a cost equal to or greater than \$5,000/unit.
	6570	GRADUATE FELLOWSHIP	Financial assistance to cover individuals' living expenses during the training period, in accordance with levels determined under the provision of a fellowship or grant.
Can also be used for visitors	6571	ROOM STIPEND	

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ORS NOTE	CODE	ACCOUNT NAME	ACCOUNT DEFINITION
<b>Recognitions &amp; Contributions</b>			
	6742	PRIZES, AWARDS, HONORARIA - NON-EMPLOYEE	Payments made to individuals as an award or honorarium; excludes payments made to employees.
<b>Miscellaneous Expenses</b>			
	6830	MISCELLANEOUS EXPENSES	Small miscellaneous items, and those expenses that do not easily fit into one of the defined categories. Significant items should not be charged or budgeted to this account.
	6831	FEES - MISCELLANEOUS	Miscellaneous entry fees, surcharges, etc. that do not fit in another category
<b>FACILITIES &amp; ADMINISTRATION (INDIRECT) EXPENSES</b>			
	7030	INDIRECT COSTS	Facilities and Administrative costs charged to grants and contracts. GRANT & CONTRACT USE ONLY