

## Expense codes related to Conferences & Professional Development

	Purpose	Example	Comments
<b>Services &amp; Professional Fees:</b>			
<b>75030 Membership Dues</b>	Institutional Memberships Only	ARIO, AAHRPP, AALAS, NABR, ORCID, NORDP, UCLA training	Also include NACUA if approved by VPR; state bar fees OK in FY21, not in FY22 and beyond
75150 Advertising and Promotions	External vendor promotional items		
75690 Food Service Payments	Food for Member/Panel meetings		IACUC and IRB - Please use this for Member/Panel meetings
<b>Travel, Conferences &amp; Prof Devel:</b>			
76705 Internal Meals & Lodging	Food for Departmental meetings		
76720 Special Events-Development			
76725 Special Events-Educational			
76726 Special Events-Other			
<b>76730 Professional Development</b>	Indiv Membership Fees or Course Fees		Includes personal certifications
76765 Domestic Travel-Transportation			
76766 Domestic Travel-Hotel/Lodging			
76767 Domestic Travel-Meals & Incidt			
76768 Domestic Travel-Meals-Group			
76769 Domestic Travel-Alcohol Bever			
76770 Foreign Travel-Transportation			
76771 Foreign Travel-Hotel/Lodging			
76772 Foreign Travel-Meals & Incidts			
<b>76777 Domestic Travel-Mtg&amp; Conf Fees</b>	Indiv Conference Fees	NCURA, FDP, SRAI, PRIM&R	This includes virtual conferences
76780 Intl Office Visa Process Fee			