

Texas A&M University-Kingsville
Expenditure Guideline Matrix

Note: This document serves as a general guideline to assist in voucher preparation. It does not constitute an official audit or compliance document.
All disbursements and charges to Texas A&M University-Kingsville sources of funds remain subject to fiscal audit and compliance.

Expense Type	Object Code	E&G Account State (1xxxxx)	Student Fee Accts Local (includes USF funds) (216000-269999) (310000-319999)	IDC Account (all expenses should be research related) (209500-20999)	Local Accounts (all others) (200000-215999) (320000-399999)	Restricted Accounts (non-grant) (4xxxxx) (5xxxxx) (6xxxxx)
				(27xxxx) (28xxxx)		
Airfare - business class fare	n/a	no	no	no	no	no
Airfare - economy class	3011 / 3111	yes	yes	yes	yes	yes
Alcoholic beverages- business meals	6341	no	no	no	yes ^a	yes ^b
Alcoholic beverages (in travel status)	n/a	no	no	no	no	no
Alumni / industry liaison activities	n/a	no	no	no	no	no
Athletic event tickets (official events)	6335	no	no	no	yes	yes
Business cards	5616	yes	yes	yes	yes	yes
Business meals - non university employees	6340	no	yes	yes	yes	yes
Business meals - only university employees in attendance	6339	no	yes	yes	yes	yes
Catering Services	6338	no	yes	yes	yes	yes
Cellular phones / communication allowance	1940	no	yes	no	yes	yes
Consultants - external	5350	no	yes	yes	yes	yes
Consultants - internal	5350	no	yes	yes	yes	yes
Contracted professional services	5670	yes	yes	yes	yes	yes
Contributions, donations	n/a	no	no	no	no	no
Conference registration fees	5215	yes	yes	yes	yes	yes
Equipment - computers	5760	yes	yes	yes	yes	yes
Equipment - (Medical & Lab)	5751	yes	yes	yes	yes	yes
Equipment - other	5750	yes	yes	yes	yes	yes
Employee awards - gift card or other cash equivalent	5240	no	no	no	yes ^d	yes ^d
Employee certification / licensure	5230	yes	yes	yes	yes	yes
Employee Uniforms: clothing	5755	yes	yes	yes	yes	yes
Fellowships (non-employees)	5910	no	yes	yes	yes	yes
Flowers , floral arrangements, decorative plants, live indoor plants (florist)	5670	no	no	no	yes	yes
Food not used for research.	6339	no	no ^d	no	yes	yes
Food or alcohol products actually used in a research project; e.g. student study the effects of alcohol in the body.	4050	yes	yes	yes	yes	yes
Foreign travel (staff & faculty)	3310	no	yes ^h	yes ^h	yes ^h	yes ^h
Gifts and awards	5240	yes ^c	yes ^c	yes ^c	yes ^c	yes ^c
Lobbying	n/a	no	no	no	no	yes
Professional organization membership dues	5211	yes	yes	yes	yes	yes
Prompt pay interest	6230	yes	yes	yes	yes	yes ⁱ
Prospective employee travel / recruiting expenses	3210	yes	yes	yes	yes	yes
Purchase of table for non-university function e.g. chamber of commerce luncheon	6335	no	no	no	yes	yes

yes
Participant support
Participant support
Personalized gifts
Professional license

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E&G Account State	Student Fee Accts Local <small>(includes USF funds)</small>	IDC Account <small>(all expenses should be research related)</small>	Local Accounts <small>(all others.2 (i)7.4 (n v)9.3 (ouc)9.4</small>	Restricted Accounts
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