

Non-Salary Expenses

GL Account	Description
420080	Travel-Unallowable Cost
420081	Travel-Professional Development
420106	Audio Visual Expense
420131	Professional Development/Training
420140	Conference Expenses (employees attending outside of MIT, but locally)
420166	Entertainment <i>Can't use for Pro Card</i>
420184	Graphics & Signage
420214	Lab Supplies
420220	Maint & Repairs & Reconditioning
420226	Materials and Services <i>(Cell Data)</i>
420254	Non-Reimbursable Expenses/ Unallowable <i>ink / toner cartridges / IEG paper /</i>
420258	Office Supplies <i>phones & equipment</i>
420260	Outside Purchases <i>amazon web services</i>
420262	Temporary Help
420274	Parking Expense
420286	Facilities Plant Expense-not MTDC (modified total direct cost)
420298	Professional Services/Consulting
420302	Promotional & Memorabilia
420310	Raw Materials
420314	Record Project Overrun-not MTDC (modified total direct cost)
420318	Recreation-Related Expenses <i>Flowers, Parking, bereavement</i>
420319	Awards and Gift Recognition
420338	Service Contracts
420344	Seminar/Workshop/Conference Costs (Offered by MIT)
420392	Copying Expense
420600	Subrecipient Agreement
420610	Subcontracts
420620	Subrecipient Agreement-not MTDC (modified total direct cost)
420710	Consultants
420720	Contract Services
420800	Books & Publications
420840	Printing
420875	Publications
420890	Subscriptions
420920	Postage Mailing and Shipping
421000	Meetings-Food & Beverages
421010	Meetings-Materials & Supplies <i>plates, napkins...</i>
421200	Food not for a meeting
421205	Alcoholic Beverages (always must go on a discretionary account)
421420	Recruitment Advertising
421586	Membership and Dues
421600	Cab Fare and Transportation <i>Vehicle expenses/gas rentals</i>
421753	Non-IS Telephone, Network Charges and cell phone monthly bills
421818	Equip/Furniture-Major-not MTDC (modified total direct cost) (\$3,000 and up) <i>5,000.00</i>
421827	Equip/Furniture-Minor (\$500-\$3,000) <i>1000-4999</i>
421833	Equipment Rental-not MTDC (modified total direct cost)
421900	Computer Supplies & Peripherals <i>Adaptor less than \$1000</i>
421925	Software / licenses
422325	Educational Plant

*Tig Toner 420258
 Intl FX12 on 4/10/20*

of purchase papers of furnishings 420218 under furnishings \$500 7/11

Expenses	G/L #	G/L Name	Definition
	420050	Travel Expenses	Transportation, lodging, and meal expenses on MIT business away from campus
	420070	Travel-Foreign Expenses	Transportation, lodging, and meal expenses on MIT business away from campus and outside of the U.S.
	420102	Animal Care	All expenditures for animal care. Excludes the cost of animal purchases -- see G/L Account 420104
	420104	Animal Purchases	The cost of live animals purchased for laboratory use. Excludes the cost of animal care -- see G/L 420102
	420106	Audio Visual Expense	All audio visual expenses, including services provided by MIT's AV department or by outside vendors.
	420128	Chemicals	Chemical purchases for laboratory or facilities use
	420131	Prof Development/Training	Expenditures for professional development, including conference fees, training classes (MIT or non-MIT), seminars.
	420140	Conference Expenses	Fees paid for attendance by MIT employees at conferences held outside of MIT. Do not use for expenses related to the cost of conferences offered by MIT* (use Workshop/Seminar/Conference costs), or for professional development expenditures (use Professional Development)
	420160	Electrical Components	Expenditures for electrical components for fabricated equipment or in other research or teaching applications
	420166	Entertainment	For costs of various forms of entertainment (for example, tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities). Also for indoor floral arrangements, regardless of the purpose of the function. An unallowable GL account -- may not be charged to federally sponsored projects.
	420198	Insurance Premiums	Insurance costs, including the cost of insuring equipment in transit when not billed as part of the original invoice.
	420214	Laboratory Supplies	Laboratory supplies, including glassware. (Use 420128 for purchases of chemicals for laboratory use).
	420220	Maint & Repairs & Reconditioning	Expenditures to maintain MIT buildings and equipment of all types in proper operating condition or to restore equipment to proper operating condition. Not capitalized
	420226	Materials and Services	Used only for expenses that do not fall into any other category.
	420232	Mechanical Components	Expenditures for mechanical components for fabricated equipment or in other research or teaching applications.
	420258	Office Supplies	Office supplies such as file folders, paper clips, stationary. Can be used for office furnishings and equipment under \$1000