

# Accounting Codes – A Quick Reference Guide for Travel Codes Only

Account Codes are used to classify each transaction by its type. The type of transaction gives budgetary information for the Schools and Divisions of CSU.

Account codes are the indicators for taxation purposes, and payment summaries at the end of the financial year e.g. the account code 459, meal allowance, is the trigger that CSU needs to pay the required payroll tax against any expenses with 459.

Listed below are some of the most common accounting codes used for Travel purposes but it is not an inclusive list. Please refer to the Chart of Accounts in the first instance ([http://www.csu.edu.au/division/finserv/staff/policies/chart\\_accounts](http://www.csu.edu.au/division/finserv/staff/policies/chart_accounts)) or contact the Travel Office on x34488 for assistance.

<b>Account Code</b>	<b>Description</b>	<b>Appropriateness</b>
450	General Domestic Travel & Accommodation	Accommodation, meal on provision of a tax invoice/receipt, taxis
451	International Travel including New Zealand	Airfare, accommodation, taxis meals with receipt etc where you are in another country.
452	SSP – Special Studies Program	
453	Car/Bus Hire – Domestic Only	Avis, Thrifty, Budget, Cooks, Martins. Fuel please use this code
454	Private Vehicle Use/Novated Lease	Use of own vehicle for claiming of Private K1ms on CSU Business.
455	University Vehicle	Use of a CSU Car pool Vehicle on CSU Business.
457	Staff Recruitment Travel	HR Use Only.
458	Overseas Travel Allowance	Paid prior to the travel. CSU pays Payroll tax on this allowance.
459	Domestic Meal Allowance (Australia Only, does not include New Zealand)	Paid prior to the trip where no further claim is to be made against receipts. CSU pays payroll tax on this allowance.
460	Dependent Child Care Allowance	Paid to staff members where child care is over and beyond normal child care arrangements. To be claimed upon completion of travel.

441	Entertainment	Used where 1 or more people dine OFF campus with a CSU staff member. For clarification please contact ph34488. This attracts FBT
415	Gifts	Purchase items for a third party – Refer to HR web site for clarification.
342	Conference Fee	Use when you are attending a conference.
362	Catering – Meetings & Conferences	Provisions for attendees at the conference eg lollies, lunches
391	Fuel	This is for CSU CAR Pool vehicles only. Excludes Car/ Bus hire fuel – Use 453

**Note** – Any accounting codes used for the purchase of Library Texts/ Books/Journals requires approval from the Acquisitions area within the Division of Library.

**Note** – Any accounting codes used for the purchase of computer software and hardware requires the approval from the Division of Information Technology. For further clarification on this, please refer to the link below.  
<http://www.csu.edu.au/division/dit/compshop>