

	A	B	C	D	E	F	G	H	I
1	Please refer to Expenses Policy and Procedure on The Nest The Nest>Policies & Forms>Policies and Procedures>Expense Policy/Procedure								
2	Expense Category	Expense Type	Account	Default Dept	GST Exempt	Attendees Rqd	No Receipt Rqd	Location Rqd	Description
3	Accounts Department Use Only	*** Manual Coding Required ***	277300						System default applied to most PCard transactions and must be coded to a valid Expense Type from the list below using My Wallet
4	Accounts Department Use Only	Manual Expense Clearing	930722						For Finance Department use only
5	Bank Fee	Credit Card Fees	252000		Exempt		✓		Bank fees for Unitec issued credit cards and personal credit card fees associated with overseas purchases
6	Class Materials	Class Materials	240100						Materials for class teaching
7	Class Materials	Copy Materials	240300						Copy material for business. To be used only when Unitec Copy Center could not provide the service.
8	Class Materials	Project Materials	270500						For specific project expenses
9	Entertainment	Alcohol	262000			✓		✓	Purchase of alcohol has to be pre-approved by Chief Executive
10	Entertainment	External Meeting Expense	253000			✓		✓	Catering costs for external meetings
11	Entertainment	Staff Event / Catering	253000			✓		✓	Catering and function costs for approved staff events
12	Gifts	Departing Gift or Other Gifts	262000						Gifts to Unitec staff or external parties as per the Sensitive Expenditure Policy & Procedures
13	Gifts	Gift Vouchers	262000		Exempt				Gift Vouchers to Unitec staff or external parties as per the Sensitive Expenditure Policy & Procedures
14	Health & Safety	Uniform & Protective Clothing	271000						Hi-Vis jacket, boots, protective glasses - for health and safety purpose
15	Local Travel	Accommodation NZ	277500			✓		✓	For accommodation expenses within New Zealand
16	Local Travel	Airfare & Baggage NZ	277500			✓		✓	Pre-approved airfare and excess baggage charge for business local travel (Within New Zealand)
17	Local Travel	Meals NZ	277500			✓		✓	Food and beverage expenses within New Zealand
18	Local Travel	Mileage NZ	279700		Exempt		✓	✓	Travelling on business in New Zealand using personal vehicle
19	Local Travel	Parking NZ	253300					✓	Parking fee in commercial parking lots
20	Local Travel	Transportation NZ	277500			✓		✓	Transportation costs for business travel within New Zealand. Prefer Unitec Taxi Chits or Uber
21	Local Travel	Vehicle Hire NZ	280000			✓		✓	Vehicle hire within New Zealand includes petrol for car hire
22	Marketing	Brand Advertising	268200						
23	Marketing	Brand Photography	268510						
24	Marketing	Communications Postage	255200						
25	Marketing	Course Advertising	268100						
26	Marketing	Course Brochures	268400						
27	Marketing	Graduation Expenses	262100						
28	Marketing	Information Days	268110						
29	Marketing	Marketing Promotion	268500						
30	Marketing	Marketing Services	268000						
31	Marketing	Sponsorship	268210						
32	Marketing	Subscriptions Unitec	277000						
33	Minor Capital to \$2000	Minor Capital up to \$2000	268900						Purchases under \$2000 that are not fixed assets
34	Office Consumables	Cleaning Materials	254100						Cleaning material for business. Prefer Unitec Cleaning service provider
35	Office Consumables	Couriers	255300					✓	Courier charges for Business. Prefer Unitec Copy Centre
36	Office Consumables	Stationary & Office Expenses	269500						Purchase of stationary for business. Prefer Unitec suppliers
37	Only Library Use	Library Book Acquisitions	265800	90LY					Library Use Only Print Book Acquisitions
38	Only Library Use	Library Database Subscriptions	265500	90LY					Library Use Only Database Subscriptions
39	Only Library Use	Library Ebooks owned	265501	90LY					Library Use Only Ebooks
40	Only Library Use	Library Interloans	265902	90LY					Library Use Only Interloans
41	Only Library Use	Library Print Journals	265900	90LY					Library Use Only Print Journals
42	Only Research Department Use	Rsch Dpt Accom NZ	273711	90RP		✓		✓	For accommodation expenses incurred on a research project within New Zealand
43	Only Research Department Use	Rsch Dpt Accom Overseas	273710	90RP	Exempt	✓		✓	Accommodation expenses incurred overseas on a research project outside of New Zealand
44	Only Research Department Use	Rsch Dpt Airfare& Bag NZ	273711	90RP		✓		✓	Pre-approved airfare and excess baggage charge for business local travel (within New Zealand) for Research Department

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45	Only Research Department Use	Rsch Dpt Airfare& Bag Overseas	273710	90RP	Exempt	✓		✓	Pre-approved airfare and excess baggage charge for overseas business travel on a research project
46	Only Research Department Use	Rsch Dpt Conference Costs	273712	90RP		✓		✓	Conference costs for Research Department
47	Only Research Department Use	Rsch Dpt Equipment	273701	90RP				✓	Purchase of equipments for research purposes of Research Department
48	Only Research Department Use	Rsch Dpt Materials/Consumables	273706	90RP				✓	Purchase of material for Research Department
49	Only Research Department Use	Rsch Dpt Meals NZ	273711	90RP		✓		✓	Food and beverage expenses related to a research project within New Zealand
50	Only Research Department Use	Rsch Dpt Meals Overseas	273710	90RP	Exempt	✓		✓	Food and beverage expenses related to overseas business travel on a research project
51	Only Research Department Use	Rsch Dpt Mileage NZ	279700	90RP	Exempt		✓	✓	Travelling on business in New Zealand using personal vehicle for Research Department
52	Only Research Department Use	Rsch Dpt Parking NZ	253300	90RP				✓	Parking fee related to research projects in commercial parking lots
53	Only Research Department Use	Rsch Dpt Research & Developmt	273500	90RP				✓	Research and development costs for Research Department
54	Only Research Department Use	Rsch Dpt Tips Overseas	273710	90RP	Exempt				Tips for meals or hotels whilst on overseas business travels on a research project - diligent use
55	Only Research Department Use	Rsch Dpt Transportation NZ	273711	90RP		✓		✓	Transportation costs for business travel within New Zealand for Research Department. Prefer Unitec Taxi Chits or Uber
56	Only Research Department Use	Rsch Dpt Transportation Overseas	273710	90RP	Exempt	✓		✓	Transportation costs for overseas business travels for Research Department
57	Only Research Department Use	Rsch Dpt Vehicle Hire NZ	273711	90RP		✓		✓	Vehicle hire related to Research project within New Zealand includes petrol for car hire
58	Only Research Department Use	Rsch Dpt Vehicle Hire Overseas	273710	90RP	Exempt	✓		✓	Vehicle hire whilst on overseas business travels on a research project
59	Other	Copy Centre Other Materials	203500						Copy Centre use only
60	Other	Pae Arahi-Hare Paniora	264300						For Hare Panioa use only
61	Overseas Travel	Accommodation Overseas	277600		Exempt	✓		✓	Accommodation expenses outside of New Zealand
62	Overseas Travel	Airfare & Baggage Overseas	277600		Exempt	✓		✓	Pre-approved airfare and excess baggage charge for business overseas travel (Outside New Zealand)
63	Overseas Travel	Meals Overseas	277600		Exempt	✓		✓	Food and beverage expenses outside of New Zealand
64	Overseas Travel	Tips Overseas	277600		Exempt	✓		✓	Tips for meals or hotels whilst on overseas business travels - diligent use
65	Overseas Travel	Transportation Overseas	277600		Exempt	✓		✓	Transportation costs for overseas business travels
66	Overseas Travel	Vehicle Hire Overseas	277600		Exempt	✓		✓	Vehicle hire outside of New Zealand
67	PCard Use Only	Expenses in Dispute PCard Only	257800						Expenses coded to P Card that are in dispute; Claimant needs to follow up with either the retailer or ANZ
68	PCard Use Only	Personal Expenses PCard Only	257800						P-Card used in error for personal use (monies to be reimbursed to Unitec)
69	Phones	Mobile Rental	255010						Rental for personal phone but has business usage, as agreed in your Employment Contract
70	Software Licenses	Software Licenses	255700						Pre-approved costs for work-related software
71	Staff Related Expenses	Conference / Registration Fees	276500			✓		✓	Conference and Registration fees to courses or conferences for Staff
72	Staff Related Expenses	Staff Tuition/Professnl Dev Fees	276500						Pre-approved reimbursement of fees incurred for work-related study for Staff and family
73	Staff Related Expenses	Subscription - Magazines	277200						Subscriptions to magazines from professional bodies e.g., Accounting, Law, Engineering
74	Staff Related Expenses	Subscription- Prof M/ship Fees	277100						Subscriptions to professional bodies e.g., Accounting, Law, Engineering
75	Student Related Expenses	MFAT/NZ Aid Stidents Expenses	991400						MFAT students related expenses
76	Student Related Expenses	Student Catering	241400			✓			Costs related to student catering
77	Student Related Expenses	Student Engagement Services	276950						Costs related to students engagement
78	Student Related Expenses	Student Field Trip / Visits	241800			✓		✓	Costs related to student field trips/visits
79	Student Related Expenses	Student Hardship Assistance	273900						Costs related to students hardship assisstance
80	Vehicle Expenses	Vehicle Expenses	279500						Road user charges, registrations, repairs and maintenance, petrol (for Unitec fleet vechicles)