

STAFF TRAVEL	Staff Travel - Air or Train	562402-0000	5624023300	Cost of economy/coach fare for airfare and rail, including trip cancellation insurance incurred by staff while representing the hospital at conferences and conventions, or performing services on behalf of the hospital.
	Staff Travel - Hotel/Accommodation	562406-0000	5624063300	Reimbursement of accommodation in a standard room by staff while representing the hospital at conferences and conventions, or performing services on behalf of the hospital.
	Staff Travel - Meals	562407-0000	5624073300	Expense for meals consumed by staff while representing the hospital at conferences and conventions, or performing services on behalf of the hospital.
	Staff Travel - Mileage	562405-0000	5624053300	Reimbursement per kilometer for use of employee's personal automobile while representing the hospital at conferences and conventions, or performing services on behalf of the hospital.
	Staff Travel - Parking Expense	562404-0000	5624043300	Parking expenses of staff incurred while representing the hospital at conferences and conventions, or performing services on behalf of the hospital. Does not include cost of parking tickets or other infractions.
	Staff Travel - Taxi or Public Transportation	562403-0000	5624033300	Cost of taxi, airport limousine or public transportation expenses of staff, incurred while representing the hospital at conferences and conventions, or performing services on behalf of the hospital. Costs related to regular commute to work are not reimbursable.
	Staff Travel - Vehicle Rental	562408-0000	5624083300	Cost of renting a compact model or equivalent vehicle rental, fuel and vehicle insurance of staff, incurred while representing the hospital at conferences and conventions, or performing services on behalf of the hospital. Luxury and sports vehicles are not reimbursed.
	Staff Travel Expense	562400-0000	5624003300	Travel expenses of staff incurred while representing the health service organization at conferences and conventions, or performing services on behalf of the health service organization. Includes taxi, bus or air fare, car mileage, conference and convention cost/registration.
EVENTS	Staff Events	569512-0000	5695123300	Expenses related to any staff events/activities.
BUSINESS MEALS & NON-STAFF EXPENSES	Hospitality	569516-0000	5695163300	Expenses incurred for the provision of food, beverage, accommodation, transportation and other amenities for people who are NOT: UHT Employees, Board Members or Volunteers -engaged to work for Broader Public Sector organizations.
	Catering - Outside SMH - Non-Patient	565620-0000	5656203300	Catering services provided by external suppliers, groceries and other food supplies purchased for non-patient consumption. (i.e. Pizza Pizza, KFC, Swiss Chalet and other restaurants).
	Patient Travel Expense	562000-0000	5620003300	Expenses for service recipient travel provided for direct care or socio-economic reasons by external suppliers.
FEES	Subscription	566040-0000	5660403300	Fees for subscriptions to journals, periodicals, newspapers, teleconference services, compact disk databases, on-line searches, etc.
	Membership Fees	566020-0000	5660203300	Fees for health service organization or staff membership in organizations such as provincial hospital associations, regional councils and professional associations.
	Course Registration & Materials	561030-0000	5610303300	Staff training and development expenses (excluding students, interns and residents). Include fees paid to outside instructors, registration or tuition fees to attend a course/seminar (including travel expenses)
	Software License Fees	564030-0000	5640303300	Expense for software licenses.
	Accreditation	566030-0000	5660303300	Fees for accreditation surveys paid to the Canadian Council on Health Facilities Accreditation, the College of Physicians and Surgeons, the Canadian Medical Association, other discipline specific accreditation bodies.
	Advertising	567000-0000	5670003300	Expense relating to advertising for public relations purposes, such as notices of meetings or special events; tenders for projects, supplies, or repair bids; employee position vacancies, etc.
OFFICE RELATED SUPPLIES	Computer Supplies	541070-0000	5410703300	Supplies expense used with computers. Includes diskettes, cd's, tapes, printer ribbon and printer.
	Education Supplies	549000-0000	5490003300	Supplies expense used in the education of students, interns, and residents, or used by the hospital library or Audio-visual department. Includes such items as lesson materials.
	General Department Supplies	549510-0000	5495103300	Expenses for departmental supplies not elsewhere classified.
	Housekeeping Supplies	541500-0000	5415003300	Supplies expense used by housekeeping services (i.e. cleansing agents, mops, paper towel)
	Printing, Stationery & Office Supplies	541000-0000	5410003300	Supplies expense for stationary and office supplies
	Minor Equipment	576500-0000	5765003300	Purchase of minor equipment where the unit cost is less than \$5,000.
	Telephone Charges	561020-0000	5610203300	Expense relating to communication (telephone, cell phone, blackberry, fax, modem, etc.) NOT provided by the Telecommunication Department. Excludes equipment charges and installation fees which should be charged to Rental/Lease of Equipment.
	Postage	561010-0000	5610103300	Expense relating to stamps and postage meter resets. Excludes the cost of renting or leasing the postage meters and mailing machines.
	Delivery & Courier	561015-0000	5610153300	Expense relating to freight charges, special deliveries or courier services.
SERVICES	Honorariums - Speaker	569550-0000	5695503300	Expense for speaker honoraria.
	Honorariums - Participants	569553-0000	5695533300	Expense for research participant/patient honoraria.
	Contracted from Non-Affiliated- Research	580570-0000	5805703300	Expense related to research contract services provided to the organization by a publicly funded health service (hospital, provincial laboratory) that is not affiliated with SMH.
	Site Payment Expense	569591-0002	5695913302	Expense related to payment to sub sites for involvement with research project.
	Stipend for non-staff	539095-0000	5390952100	Expense related to stipends for non-staff.
	Legal Fees	565040-0000	5650403300	Fees for legal services provided by an outside agency, including the cost of retainers.
	Professional Fees - Audit	565020-0000	5650203300	Fees for auditing services provided by an outside agency. Excludes Accounting Fees..
	Professional Fees - Other	565090-0000	5650903300	Fees for professional/consulting services not elsewhere classified.
	Professional Fee Management	565050-0000	5650503300	Fees for management consulting services provided by an outside agency.
RESEARCH SPECIFIC	Research Supplies	548500-0000	5485003300	Supplies expense for research projects or studies such as animal supplies, animal food and other research supplies.
	Research Supplies - Animals	548510-0000	5485103300	Expense relating to the acquisition of animals used for research purposes.
	Publication Cost	569596-0000	5695963300	Publication Cost
ARCHIVE	Storage	569593-0000	5695933300	Expense related to off-site storage for equipment and documents.
OTHER	Other Sundry Expenses	569591-0000	5695913300	Sundry expenses not elsewhere classified.