

Most frequently used Object codes

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DOMESTIC TRAVEL

7651	AIRFARE airfare service fee, change of flight-with valid explanation of why flight was changed;luggage charge
7652	LODGING room and taxes only
7653	GROUND TRANSPORTATION includes taxis, tolls car rental, train, parking and Amtrak , gas
7654	MEALS meals for the he traveler while on trip(not guests)
7655	BUSINESS MEALS -ALL meals for entertainment,with colleagues faculty staff where University business is discussed NOT ALLOWED ON FEDERAL ACCOUNTS -eaten outside

FOREIGN TRAVEL

7671	FOREIGN AIRFARE including Service fee, change of flight--
	remember: NO Foreign flag carrier should be used to fly in and out of US that is being charged to Gov't account and use 5 preferred agencies
7672	FOREIGN LODGING room and taxes only
7673	FOREIGN GROUND TRANSPORTATION
7674	FOREIGN MEALS, INCIDENTALS , visa traveler needs to enter a foreign country, and vaccinations
7675	FOREIGN BUSINESS MEALS can only be used if stated in budget
7676	FOREIGN IN COUNTRY TRAVEL can be used if traveling from one foreign country to another

MISCELLANEOUS OBJECT CODES

6364	HEALTH INSURANCE - to pay for someone's health insurance
6440	GRAD STUDENT STIPEND
6455	AWARDS - non - Harvard students
6460	AWARDS - Harvard students
6462	PRIZES STUDENTS
6540	CLASSROOM SUPPLIES
6550	dining supplies+ materials/general
6552	Disposable Dining ware
6570	meals or in conjunction with events
6600	LAB SUPPLIES including chemicals, heavy clothing gear while on trip-hiking gear, heavy coats etc.
6630	BOOKS, PURCHASING ABSTRACTS, REPRINTS, SUBSCRIPTIONS (cannot be charged to gov't)
6635	DATA ACQUISITION FOR RESEARCH
6640	OFFICE SUPPLIES cannot be charged to gov't accounts
6660	COMPUTER SUPPLIES UP TO \$500 PER ITEM, IF LARGER THEN USE OBJECT CODE 6750
6680	OTHER SUPPLIES
6684	OTHER DRUGS

6710	COMPUTER SOFTWARE
6750	COMPUTER HARDWARE RANGING \$ 500-\$4999 PER ITEM IF LOWER THAN \$500 USE OBJECT CODE 6660
6770	RENTAL OF EQUIPMENT
7230	RENTAL OF CONFERENCE ROOM AT HOTEL
7310	HAZARDOUS WASTE
7910	INFO TECH PROFESSIONAL SERVICES/CONSULTING
7970	PUBLICATION RELATED PROFESSIONAL SERVICES GENERAL
7980	OTHER PROFESSIONAL SERVICES
8040	BANK FEES
8050	BOOK BINDING
8060	CATERING BILL PAYMENTS-includes purchasing of food for meeting
8080	INTERLIBRARY LOAN
8090	NETWORK CONNECTION/INTERNET liscensing fees for hardware & software, maintenance contracts for computers etc below 5K
8091	REPAIR OF COMPUTER HARDWARE
8100	LAB SERVICES
8140	GENERAL REPAIRS NON COMPUTER REPAIRS & MAINTENANCE FEES
8220	Temporary Agency personnel services
8230	RENTAL OF UNIFORMS- or purchase and laundry service of the uniform
8250	TECH SERVICES
8263	MEDICAL SERVICES
8267	PARKING AT HARVARD
8273	SUBJECT PAYMENTS
8360	WORK VISA, PERMITS, LICENSE FEES, H1B VISA
8450	Includes alcoholic beverages, gifts, lobbying costs, memberships in lobbying organizations, flowers, fines & penalties, fine art, antiques, decorative objects for private offices, charitable contributions, fundraising &
8455	EVENTS
8510	PHONE CALLS/FAX
8516	CELL PHONE PURCHASE- needs to state that phone is property of Harvard and used for SEAS use only
8540	COPIES
8550	SUBMITTING ABSTRACTS, PAGE CHARGES, PRINTING(including business cards) PUBLISHING
8570	COPYRIGHT FEE/ROYALTY FEES
8620	TRAINING GENERAL
8630	PROFESSIONAL DEVELOPMENT
8631	REGISTRATION FEES FOR A CONFERENCE
8660	ADVERTISING
8661	ADVERTISING for RECRUITMENT
8680	MEMBERSHIP DUES(NOT ALLOWED ON GOV'T ACCOUNTS)
8690	HONORARIUM
8700	POSTAGE
8702	LUGGAGE
8712	repairs on vehicle
8710	vehicle operation