# Athletics Account and Activity Codes - For use with CTE (Corporate Travel & Entertainment) cards

<table>
<thead>
<tr>
<th>Business Expense Type</th>
<th>Policy Reference</th>
<th>Expense Category</th>
<th>Account Code(s)</th>
<th>Athletics Activity Code(s) and Title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student/Team Travel (trip-related expenses only)</strong></td>
<td>Receipt and documentation requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airfare</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mileage Reimbursement</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rental Car</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Transportation</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parking &amp; Tolls</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conference Registration</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lodging</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meals &amp; Incidentals</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Misc &amp; Supplies</td>
<td>004350 Travel-Student (Team)</td>
<td>OP2070 (Ath: Team Travel-Regular &amp; Pre Season)</td>
</tr>
<tr>
<td><strong>Guarantees - Travel (paid for visiting team)</strong></td>
<td>Receipt and documentation requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airfare</td>
<td>004480 Travel</td>
<td>OP2026 (Ath: Game Guarantees Paid)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mileage Reimbursement</td>
<td>004480 Travel</td>
<td>OP2026 (Ath: Game Guarantees Paid)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rental Car</td>
<td>004480 Travel</td>
<td>OP2026 (Ath: Game Guarantees Paid)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Transportation</td>
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<td>Parking &amp; Tolls</td>
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<td>OP2026 (Ath: Game Guarantees Paid)</td>
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<td>Meals &amp; Incidentals</td>
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<td></td>
<td></td>
<td>Misc &amp; Supplies</td>
<td>004480 Travel</td>
<td>OP2026 (Ath: Game Guarantees Paid)</td>
</tr>
<tr>
<td><strong>Employee Conference Travel (trip-related expenses only)</strong></td>
<td>Receipt and documentation requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airfare</td>
<td>004320 Travel-Employee Conf (in-state)</td>
<td>OP2046 (Ath:Other Operating Exp - Staff Continuing Ed &amp; Travel Conference)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>004420 Travel-Employee Conf (outside-CA)</td>
<td></td>
</tr>
</tbody>
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# Athletics Account and Activity Codes - For use with CTE (Corporate Travel & Entertainment) cards

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<tr>
<td>Mileage Reimbursement</td>
<td></td>
<td></td>
<td>004320 Travel-Employee Conf (in-state) 004420 Travel-Employee Conf (outside-CA)</td>
<td>OP2046 (Ath:Other Operating Exp - Staff Continuing Ed &amp; Travel Conference)</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td>004320 Travel-Employee Conf (in-state) 004420 Travel-Employee Conf (outside-CA)</td>
<td>OP2046 (Ath:Other Operating Exp - Staff Continuing Ed &amp; Travel Conference)</td>
</tr>
<tr>
<td>Other Transportation</td>
<td></td>
<td></td>
<td>004320 Travel-Employee Conf (in-state) 004420 Travel-Employee Conf (outside-CA)</td>
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<td>004320 Travel-Employee Conf (in-state) 004420 Travel-Employee Conf (outside-CA)</td>
<td>OP2046 (Ath:Other Operating Exp - Staff Continuing Ed &amp; Travel Conference)</td>
</tr>
<tr>
<td>Conference Registration</td>
<td>(may occur prior to actual trip)</td>
<td></td>
<td>004100 Conference Registration Fees</td>
<td>OP2046 (Ath:Other Operating Exp - Staff Continuing Ed &amp; Travel Conference)</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td>004320 Travel-Employee Conf (in-state) 004420 Travel-Employee Conf (outside-CA)</td>
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<td>Meals &amp; Incidental</td>
<td></td>
<td></td>
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<td>Misc &amp; Supplies</td>
<td></td>
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<td>004320 Travel-Employee Conf (in-state) 004420 Travel-Employee Conf (outside-CA)</td>
<td>OP2046 (Ath:Other Operating Exp - Staff Continuing Ed &amp; Travel Conference)</td>
</tr>
<tr>
<td><strong>Other Employee Travel - typically Recruitment (trip-related expenses only)</strong></td>
<td>Receipt and documentation requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
<td>004400 Travel-Employee (domestic, outside-state) 004300 Travel-Employee (in-state)</td>
<td>OP2055 (Ath:Recruitment Travel, ph, meals-Stdt/Staff)</td>
</tr>
<tr>
<td>Mileage Reimbursement</td>
<td></td>
<td></td>
<td>004400 Travel-Employee (domestic, outside-state) 004300 Travel-Employee (in-state)</td>
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<td>Rental Car</td>
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<td>004400 Travel-Employee (domestic, outside-state) 004300 Travel-Employee (in-state)</td>
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<td>Other Transportation</td>
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<td>OP2055 (Ath:Recruitment Travel, ph, meals-Stdt/Staff)</td>
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<td>Parking &amp; Tolls</td>
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<td>OP2055 (Ath:Recruitment Travel, ph, meals-Stdt/Staff)</td>
</tr>
<tr>
<td>Conference Registration (registration fees)</td>
<td></td>
<td></td>
<td>004400 Travel-Employee (domestic, outside-state) 004300 Travel-Employee (in-state)</td>
<td>OP2055 (Ath:Recruitment Travel, ph, meals-Stdt/Staff)</td>
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<tr>
<td>Lodging</td>
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<td></td>
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<td></td>
<td></td>
<td>004400 Travel-Employee (domestic, outside-state) 004300 Travel-Employee (in-state)</td>
<td>OP2055 (Ath:Recruitment Travel, ph, meals-Stdt/Staff)</td>
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<tr>
<td>Misc &amp; Supplies</td>
<td></td>
<td></td>
<td>004400 Travel-Employee (domestic, outside-state) 004300 Travel-Employee (in-state)</td>
<td>OP2055 (Ath:Recruitment Travel, ph, meals-Stdt/Staff)</td>
</tr>
</tbody>
</table>

### Entertainment
(usually not related to a trip, but could happen during a trip if you purchase food for people other than the travelers)

<table>
<thead>
<tr>
<th>Entertainment Reporting Addendum (ERA)</th>
<th>Receipt and documentation requirements</th>
<th>Expense Category</th>
<th>Account Code(s)</th>
<th>Athletics Activity Code(s) and Title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Entertainment</td>
<td>001271 Hospitality and Recruitment (Staff/ Prospective Stdt Athletes - meals only) 001253 Student Programming Events (non-travel student athlete meals) 001271 Hospitality and Recruitment (alumni events) 001273 Student Outreach Events (ID Camps - recruiting w/ no specific student in mind)</td>
<td>OP2055 (Ath:Recruitment Travel, ph, meals-Stdt/Staff) OP2073 (Ath: Student-Athlete Meals (non-travel)) OP2015 (Ath: Fund Raise/Mrkt/Promo Expense) OP2065 (Ath: Sports Camps and Clinics)</td>
</tr>
</tbody>
</table>

### Supplies
(Items purchased not in conjunction with a trip)

<table>
<thead>
<tr>
<th>Receipt and documentation requirements</th>
<th>Expense Category</th>
<th>Account Code(s)</th>
<th>Athletics Activity Code(s) and Title(s)</th>
</tr>
</thead>
</table>

### Awards and Gifts

<table>
<thead>
<tr>
<th>Receipt and documentation requirements for Non-employee Non-cash Gifts</th>
<th>Expense Category</th>
<th>Account Code(s)</th>
<th>Athletics Activity Code(s) and Title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For student athletes who are not employees</td>
<td>Misc &amp; Supplies</td>
<td>001120 Gifts, Prizes &amp; Awards Payment</td>
<td>OP2048 (Ath: Other Operating Exp - Team Banquet &amp; Awards)</td>
</tr>
</tbody>
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</thead>
<tbody>
<tr>
<td>For employees</td>
<td>Receipt and documentation requirements for Employee Non-cash Awards and Other Gifts</td>
<td>Misc &amp; Supplies</td>
<td>001120 Gifts, Prizes &amp; Awards Payment</td>
<td>None</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Misc &amp; Supplies</td>
<td>001210 Memberships (Tournament Fees, Conference &amp; Professional Association Dues) XXXX See full account code list on Financial Affairs website 001150 Staff Development/Training (non-travel, in-person or online)</td>
<td>OP2015 (Ath:Mbrships, Conf &amp; Assoc Dues) OP2045 (Ath:Other Operating Exp-Misc) OP2046 (Ath:Other Operating Exp - Staff Continuing Ed &amp; Travel Conference)</td>
</tr>
</tbody>
</table>
### Athletics Account and Activity Codes - For general use (not with CTE cards)

<table>
<thead>
<tr>
<th>Item Purchased</th>
<th>Purchase Method</th>
<th>Policy Reference</th>
<th>Expense Category</th>
<th>Account Code(s)</th>
<th>Athletics Activity Code(s) and Title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fundraising, Marketing &amp; Promotion</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CruzBuy PO</td>
<td>Services</td>
<td></td>
<td>001450 Insurance (Event insurance)</td>
<td>OP2015 (Ath:Fund Raise/Mrkt/Promo Expense)</td>
<td></td>
</tr>
<tr>
<td>CruzBuy PO or Recharge if internal</td>
<td>Services</td>
<td></td>
<td>001240 Advertising</td>
<td>OP2015 (Ath:Fund Raise/Mrkt/Promo Expense)</td>
<td></td>
</tr>
<tr>
<td><strong>Game Day Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CruzBuy PO</td>
<td>Services</td>
<td></td>
<td>008380 Professional Services (Officials)</td>
<td>OP2020 (Ath: Game Day Exp-ie Officials)</td>
<td></td>
</tr>
<tr>
<td>CruzBuy PO</td>
<td>Services</td>
<td></td>
<td>001400 Police/Security Services</td>
<td>OP2020 (Ath: Game Day Exp-ie Officials)</td>
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<tr>
<td>CruzBuy PO</td>
<td>Services</td>
<td></td>
<td>005010 Medical Services (Ath Trainers, EMT, etc)</td>
<td>OP2020 (Ath: Game Day Exp-ie Officials)</td>
<td></td>
</tr>
<tr>
<td><strong>Other Operating Expenses - Cell phone expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CruzBuy PO</td>
<td>Phone equipment</td>
<td></td>
<td>006085 Equipment: $200-$1,499</td>
<td>OP2047 (Ath: Other Operating Exp-Technology)</td>
<td>OP2047 (Ath: Other Operating Exp-Technology)</td>
</tr>
<tr>
<td>Pro-Card</td>
<td>Cellular charges</td>
<td></td>
<td>006090 Equipment: $1,500-$4,999</td>
<td>OP2047 (Ath: Other Operating Exp-Technology)</td>
<td>OP2047 (Ath: Other Operating Exp-Technology)</td>
</tr>
<tr>
<td><strong>Sports Camps and Clinics</strong></td>
<td>Recharge</td>
<td></td>
<td></td>
<td></td>
<td>OP2065 (Ath:Sports Camps and Clinics)</td>
</tr>
<tr>
<td>Recharge</td>
<td>Recharge</td>
<td></td>
<td>XXXXX See full account code list on Financial Affairs website</td>
<td>OP2065 (Ath:Sports Camps and Clinics)</td>
<td></td>
</tr>
</tbody>
</table>
# Athletics Account and Activity Codes - For Revenue/Income Received (cash deposits)

<table>
<thead>
<tr>
<th>Item Purchased</th>
<th>Deposit Method</th>
<th>Category</th>
<th>Revenue Code(s)</th>
<th>Athletics Activity Code(s) and Title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contributions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Amounts received from individuals, corporations, associations, foundations, clubs or other organizations designated for the operations of the Athletics Program)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Funds provided by outside contributors for the payment of debt service, lease payments or rental fee expenses for Athletic Facilities)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Amounts received above face value for tickets)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Including cash and marketable securities)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check to UC Regents</td>
<td>Revenue</td>
<td>Code will be assigned by staff member completing deposit</td>
<td>OP2000 (Ath:Contributions-non-student)</td>
<td></td>
</tr>
<tr>
<td>Online gifts</td>
<td>Revenue</td>
<td>R66140 Misc. Contributions</td>
<td>OP2000 (Ath:Contributions-non-student)</td>
<td></td>
</tr>
<tr>
<td>Check from a Foundation - mail to UR</td>
<td>Revenue</td>
<td>Code will be assigned by staff member completing deposit</td>
<td>OP2000 (Ath:Contributions-non-student)</td>
<td></td>
</tr>
<tr>
<td>Cash deposit</td>
<td>Revenue</td>
<td>R70700 Student Activities Income (student fundraising)</td>
<td>OP2000 (Ath:Contributions-non-student)</td>
<td></td>
</tr>
<tr>
<td><strong>Sports Camps and Clinics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Cash received)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash deposit or check to UC Regents</td>
<td>Revenue</td>
<td>R66140 Misc Income</td>
<td>OP2065 (Ath:Sports Camps and Clinics)</td>
<td></td>
</tr>
<tr>
<td><strong>Guarantees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Income only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check to UC Regents</td>
<td>Revenue</td>
<td>R66140 Misc Income</td>
<td>OP2025 (Ath:Game Guarantees Received)</td>
<td></td>
</tr>
<tr>
<td><strong>NCAA Distributions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Championship reimbursements)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check to UC Regents</td>
<td>Misc &amp; Supplies</td>
<td>R66140 Misc Income</td>
<td>OP2040 (Ath:NCAA distributions)</td>
<td></td>
</tr>
<tr>
<td><strong>Ticket Sales</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(Revenue received for sales of admissions to athletic events)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash deposit</td>
<td>Revenue</td>
<td>R20214</td>
<td>OP2075 (Ath:Ticket Sales)</td>
<td></td>
</tr>
</tbody>
</table>