

	Expense Type Name	Account Code
01. Travel Expenses	Breakfast whilst travelling	8704
	Dinner whilst travelling	8704
	Hotel	8711
	Incidentals	8711
	Laundry	8573
	Lunch whilst travelling	8704
	Travel Overseas	8716
02. Transport	Airfare	8711
	Airline Fees	8711
	Car Maintenance/Repairs	8816
	Car Rental	8721
	Company Car Mileage	8328
	Fuel	8801
	Parking	8826
	Personal Car Mileage	8328
	Public Transport	8721
	Taxi	8721
	Tolls/Road Charges	8721
	Train	8721
03. Entertainment	Business Meals with Clients	8701
	Business Meals - Event Staff	8570
	Entertainment - Clients	8701
	Entertainment - Staff	8702
	Meeting Refreshments	8705
04. Office Expenses	Courier/Shipping/Freight	8516
	Office Equipment/Hardware	8558
	Postage	8567
	Printing/Photocopying/Stationery	8611
	Software Maintenance	8130
	Staff Amenities	8570
	Stationery	8616
05. Communications	Internet/Online Fees	8143
	Mobile/Cellular Phone	8163
	Telephone/Fax	8163
06. Fees	Agency Booking Fees	8504
	Bank Fees	8504
	Currency Exchange Fees	8504
	Passports/Visa Fees	8711
07. Other	Asset	2799
	Gifts	8539
	Marketing/Promotional Costs	8011
	Merchant Fees	7140
	Newspapers/Magazines/Books	8570