**Expense Definitions**

**Directors Budget Report**

Expense Definitions are as follows:

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| 70200 | Travel—Mileage | Miles traveled (current rate is .445 per mile) |
| 70201 | Travel—Training | Training events, hotel, per diem, QIC, etc. |
| 70250 | Auto Operating | Gas, parking, tires, wipers, registration, etc. |
| 70310 | Furniture/Equipment | Shelving, appliances, desks, chairs, sheds, etc. |
| 70400 | Utilities | Electricity, water, gas, etc. |
| 70470 | Repairs/Maintenance | Tools, lawn care, pest control, etc. |
| 70480 | Janitorial | Cleaning supplies, PPE supplies, disposable dishes/cookware, etc. |
| 70500 | Duplicating | Copies & printing made on leased copiers. (.005778 per Black & White copy, .047080 per color copy) |
| 70510 | Participant Hygiene Supplies | Shampoo, body wash, toothpaste, deodorant, etc. |
| 70520 | Office Supplies | Paper, staples, calendars, planners, etc. |
| 70530 | Educational Materials | School supplies, educational workbooks, etc. |
| 70560 | Food | Anything edible or potable |
| 70610 | Client Other | Participant outings, clothing, toys, games, arts & crafts, duffel bags, participant achievement store items, etc. |
| 90640 | Employee Appreciation | Gift cards for employees, staff meeting meals, gifts for employees. |

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