

School of Psychology Chart of Accounts Cheat Sheet (Discretionary)						
Expense Group	Finance Notes	RC Owner / Approver	Class Code (CC)	Responsibility Code (RC)	Project Code (PC)	Analysis Code (AC)
TEACHING - PLEASE INCLUDE AN ANALYSIS CODE WHERE ATTRIBUTABLE						
Part-time teaching (Casual academic staff costs)	Timesheet salary expenses for casual academics. Please check for an analysis code when submitting and approving timesheets.	Head of School	Per Payroll	L2901	00000	CSXXXXXXXX Eg. CSPSYC1001 Refer to Unit of Study Code List  *If expense is across multiple levels/programs, analysis code is not required.
Teaching - lab-related	Expenses incurred for the servicing of labs or materials required for conducting labs for teaching purposes. <u>Example:</u> lab safety items, consumables for teaching, lab furniture, repairs and maintenance, equipment purchases <\$20k for teaching purposes	School Manager	See Class Code List	L2904	00000	
Teaching - all other	Other expenses for teaching that are not lab-related. <u>Example:</u> printing costs, software costs	Head of School	See Class Code List	L2901	00000	
RESEARCH						
Shared research	Expenses that are not directly attributable to an individual researcher, such as purchasing / servicing of general research equipment, repairs & maintenance.	School Manager	See Class Code List	L2904	20101	Not Required
Individual academic non-salary expenses	All discretionary expenses incurred by individual academic. If expense is attributable to a grant, a suitable Support or Tied (External & Internal DVCR / Faculty / School) project code to be used. Non-allowable expense policy to be complied.	Individual Academic / Head of School	See Class Code List	Lxxxx	10601- Honours Support 20311 - HDR support 20601 - Research Support	Student ID to be used as analysis code to be included when using 20311 HDR Funding
Other technical services	Expenses incurred by Technical Services team not covered in other scenarios.	School Manager	See Class Code List	L2904	20101	Not Required
HDR computers	Computer purchases for commencing / continuing HDR students	School Manager	Please check eligibility with Psychology Research Support / Finance prior to purchase			
GENERAL ADMIN & OTHER						
Travel & entertainment	Expenses for travel/entertainment, membership fees <u>Example:</u> Staff training courses or industry memberships for academics, visitor flights/accommodation, seminar expenses	Head of School	See Class Code List	L2901	00000	Not Required
Annual colloquium	Expenses for colloquium events	Head of School	See Class Code List	L2901	00000	M1COLLOQUY
Well-being and general staff	Expenses for general well-being, celebratory cards and gifts, general catering/functions, general furniture, WHS and other well-being training.	School Manager	See Class Code List	L2903	51001	Not Required
Outreach activities	Outreach activities or advertising and publicity expenses.	Head of School	See Class Code List	L2901	51061	Not Required
Computing and IT equipment	Computers and IT equipment purchases and servicing / maintenance for all staff.	School Manager	See Class Code List	L2903	54001	Not Required
General office supplies	Expenses for maintenance of the general building (not lab-related), supplies, R&M and equipment <\$20k <u>Example:</u> stationery, kitchen supplies, office furniture	School Manager	See Class Code List	L2903	56201	Not Required

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**Notes:**

Class codes are usually prefilled by the system (ie. Unibuy, Concur, MyLab). If class code is requested but unclear of what to use, please ask Finance.