

**OSI-NEW YORK**  
***Expense Type Cheat Sheet***

<b>Concur Expense Types</b>	<b>Equivalent OSI Account Code</b>	<b>OSI Account Code Title</b>
<b>CASH ADVANCE</b>	17900	CASH ADVANCES
<b>PROFESSIONAL DEVELOPMNT/TRAINING</b>	61075	PROFESSIONAL DEVELOPMENT
<b>OVERTIME MEALS &amp; OTHER INC</b>	61095	OVERTIME MEALS & OTHER INC
<b>OVERTIME TRANSPORTATION</b>	61096	OVERTIME TRANSPORTATION
<b>AIRFARE</b>	62010	AIRFARE
<b>TRAIN</b>	62015	GROUND TRANSPORTATION
<b>PARKING</b>	62015	GROUND TRANSPORTATION
<b>PERSONAL CAR MILEAGE</b>	62015	GROUND TRANSPORTATION
<b>CAR RENTAL</b>	62015	GROUND TRANSPORTATION
<b>TAXI/BUS/OTHER</b>	62015	GROUND TRANSPORTATION
<b>GAS</b>	62015	GROUND TRANSPORTATION
<b>GIFTS</b>	62030	TRAVEL-INCIDENTAL EXPENSES
<b>LAUNDRY</b>	62030	TRAVEL-INCIDENTAL EXPENSES
<b>TRAVEL - INCIDENTAL EXPENSE</b>	62030	TRAVEL-INCIDENTAL EXPENSES
<b>LUNCH</b>	62032	TRAVEL-MEALS AND ENTERTAINMENT
<b>DINNER</b>	62032	TRAVEL-MEALS AND ENTERTAINMENT
<b>BREAKFAST</b>	62032	TRAVEL-MEALS AND ENTERTAINMENT
<b>HOTEL</b>	62035	HOTEL (ROOM & TAXES)
<b>TRAVEL - INTERNET ACCESS</b>	62065	TRAVEL TELECOMMUNICATION EXP
<b>TELEPHONE: HOTEL</b>	62065	TRAVEL TELECOMMUNICATION EXP
<b>CONFERENCE/SEMINAR FEES</b>	62070	NON-SOROS SPONS CONF FEES
<b>SOROS SPONS CONF - GROUP MEALS</b>	62072	SOROS SPONS CONF - GROUP MEALS

<b>SOROS SPONS CONF - GROUP HOTEL</b>	62073	SOROS SPONS CONF - GROUP HOTEL
<b>SOROS CONF - MEETING ROOM RENTAL</b>	62075	SOROS CONF - MEETING ROOM RENTAL
<b>OTHER SOROS SPONS MTG EXPENSES</b>	62076	OTHER SOROS SPONS MTG EXPENSES
<b>ENTERTAINMENT/NON-EMPLOYEES</b>	62085	NON-TRVL BUSINESS MEALS AND ENTRTMT
<b>ENTERTAINMENT/EMPLOYEES</b>	62085	NON-TRVL BUSINESS MEALS AND ENTRTMT
<b>SMALL OFFICE EQUIPMENT</b>	64030	OTHER OFFICE EQUIPMENT
<b>SOFTWARE</b>	64040	SOFTWARE
<b>OFFICE SUPPLIES</b>	64050	OFFICE SUPPLIES
<b>TELEPHONE: HOME BUSINESS LINE</b>	65020	OFF PREMISES TELEPHONE/FAX
<b>TELEPHONE: CALLING CARDS</b>	65030	TELEPHONE CALLING CARDS
<b>TELEPHONE: CELLULAR</b>	65060	CELLULAR TELEPHONES
<b>POSTAGE/FREIGHT</b>	65530	POSTAGE
<b>SPECIAL EVENTS - STAFF RELATED</b>	69016	SPECIAL EVENTS - STAFF RELATED
<b>MAGAZINES AND OTH SUBSCRIPTIONS</b>	69020	MAGAZINES AND OTH SUBSCRIPTIONS
<b>MEDIA PURCHASE (BOOKS, VIDEOS..)</b>	69025	MEDIA PURCHASE (BOOKS, VIDEOS, REPRINTS, AUDIO)
<b>ADVERTISING</b>	69040	ADVERTISING
<b>MISCELLANEOUS - NON-TRAVEL</b>	69085	MISCELLANEOUS
<b>MEMBERSHIP DUES</b>	69090	MEMBERSHIP FEES
<b>LEGAL FILING FEES</b>	69098	TAX REG/FILING/APOSTILE FEES