

**Ledger Description Guide**

Expense Type	Category	Description Format	Example
Travel	Accommodation/Hotel	[Traveler's surname]+[City/Country]+[Accom period]	SmithJ SYD 21/01-01/02
	Airfare/Flights	[Traveler's surname]+[Departure-Destination]+[Flight date]	SmithJ CBR-SYD 21/01
	Car Rental/Hire	[Traveler's surname]+[Destination]+[Rental period]	SmithJ SYD 21/01-01/02
	Conference Fees	[Traveler's surname]+[Conference abbreviation]+[city]+[Year]	SmithJ AARE CBR 2018
	Fuel/Petrol/Gas/Diesel	[Traveler's surname]+[City/Country]+'Fuel'+[date]	SmithJ SYD Fuel 23/01
	Laundry/Meals/Parking	[Traveler's surname]+[City/Country]+'Laundry'/'Meal'/'Parking'+[date]	SmithJ SYD Meal 21/01
	Taxi/Uber/Bus/Train/Ferry/Public Transport	[Traveler's surname]+[City/Country]+'Taxi'/'Bus'/'Train'/'Ferry'+[date]	SmithJ SYD Taxi 21/01
Entertainment	Elaborate/Social Meal	[Event]x[the number of attendees]+[date]	CBE End of Yr Function 20/12
	Light meal	[Event]x[the number of attendees]+[date]	RSFAS Seminar AftnTea 20/01
Goods/Services	IT & Communication&Equipment	[beneficiary name/area]+[software/services/equipment]+[Date/license period]	SmithJ Dropbox 24/08/17-18
	Publications and Printing	[Surname] + [Purpose]+ [Date]	SmithJ BusinessCards 15/02
	Membership	[Surname] +[Org name]+[Year of Membership]	SmithJ CPA 2017
	Books/Newspaper	[Surname]+'Book' or 'Newspaper'@[Quantity]+[Date]	SmithJ Books@5 12/03/18
	Advertising &Marketing	[Beneficiary area]+[Media]+[Date]	CBE Google Ads. JAN2017
	Gift/Flower	[Beneficiary surname]+[Event]+'Gift/Flower'+ [date]	SmithJ Retirement Gift 16/02/17
	Staff Recruitment Expenses	[Department]+[Position]+[date]	RSA Lvl.B Recruit FEB2017
	Kitchen supplies (Milk, cleaning products)	[Department]+'Kitchen supplies'+[Date]	CBE Kitchen Supplies 25/05
	Prize/Scholarship	[Student surname] + [Name of the prize/Scholarship]+'S1/2'+[Year]	SmithJ CPA Prize S1 2018
	Consultancy service	[Beneficiary area]+[Service name]@[Units (hours/days)]+[Date]	HR StaffSurvey@5Days Mar2018
	Postage	[Beneficiary area/Surname]+'Postage'+[Destination]+[Date]	SmithJ Postage LA/USA 12/03/18
	Venue hire	[Event]+[Location]+[Date]	CPA Workshop SYD 12/03/18