

X-Coding:

X-CODING ON GENERAL FUNDS

X-coding is used on general funds only and is done in the fans window under 'X' Excluding Amount.

Items that need to be x-coded for most of our purposes include:

(For a complete list see http://guru.psu.edu/policies/FNG05/FNG05_a.html)

- Alumni
- Fund Raising
- Graduate Student recruiting expenses
- Group meals/meetings with all PSU employees in attendance (no visitors)
- Spouse expenses for faculty candidates
- Lobby costs on memberships must be x-coded. Check the organization website for disclosure of their portion of dues for lobbying. If they specify the percentage or amount, that is what should be x-coded. If you cannot determine an amount, then 20% of the membership should be x-coded. If an institutional membership is available, but an individual membership is purchased instead, it should be 100% x-coded.
- Unused non-refundable airfare tickets (includes cancellation fees) and/or unused hotel expenses/no show fees
- Prepaid international calling cards
- Student expenses and student groups (includes undergraduate student recruiting expenses)
- Tables for a group at a function (such as Martin Luther King Day)
- Cap and gown rentals