

**Faculty Allowance Coding:**

**(FOR PERMANENT CLINICAL PROFESSORS, USE THE ORG 21750 INSTEAD FOR FACULTY ALLOWANCE CODING)**

• Research Assistants (RAs):  
265-21700-xxxx-000001-**550301**-0000-ROOT#

• Teaching Fellows (TFs):  
265-21710-xxxx-000001-**550001**-0000-ROOT#

• Discretionary Allowance:  
265-21700-xxxx-000001-**550303**-0000-ROOT#

• Student Entertainment:  
265-21700-8450-000001-**550304**-0000-ROOT#

• Student Enrichment Lunch Program (3+ students):  
**(APPLIES ONLY TO PERMANENT FACULTY AND VISITING PROFESSORS, NOT LECTURERS):**  
265-21700-8450-000001-**550307**-0000-ROOT#

• 1L reading group: (budget is \$1k unless otherwise noted)  
**(FOR FACULTY AND PERMANENT CLINICAL PROFESSORS, USE ONLY THE FOLLOWING FOR 1L READING GROUP CODING):**

265-21700-xxxx-000001-**550310**-0000-ROOT# (for food, beverages, rooms, A/V)

265-21730-xxxx-000001-**550310**-0000-ROOT# (for copying materials/course materials/books)

*Please note, for bookings in EMS do not use an Object Code. You will need to provide the Tub, Org, Fund, Activity, Subactivity, and Root:*

Tub (3 digits) \*

Org (5 digits) \*

Fund (6 digits) \*

Activity (6 digits) \*

Subactivity (4 digits) \*

Root (5 digits) \*

**Other coding strings to note:**

• Travel to teach (for visiting professors and lecturers on law):  
265-21700-xxxx-000001-550001-0000-ROOT#

• Guest Speakers for classes: **(NEEDS APPROVAL)**  
265-21730-xxxx-449053-550576-0000-ROOT#

• General office supplies:  
265-21720-xxxx-000001-550001-0000-00000

• Faculty-specific office supplies  
265-21720-xxxx-000001-550001-0000-ROOT#

• Media/ITS services for class:  
265-21730-xxxx-000001-550001-0000-ROOT#

• Copying materials/Copyright for class:  
265-21730-xxxx-000001-550574-0000-ROOT#

• AALS conference (or conference approved in lieu of)  
265-22204-xxxx-000001-550371-0000-ROOT#