

Account Code	Description	Type of Entries
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Professional Development Employee	These accounts are used to record the education and training costs of employees.	
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7932	Employee PD - Conference Fees	To record the costs of registration fees for conferences and meetings.
7933	Employee PD - Staff	Professional development expenses for non-faculty, such as membership fees (with the exception of professional membership dues).
7934	Employee PD - Faculty	Professional development expenses for faculty members, such as membership fees or professional accreditation.
7935	Employee PD - Prof Membership Dues	Professional membership dues of non-faculty employees.
7936	Employee PD - Training / Courses	Costs of courses and training programmes for all employees.

Please note that the use of any of these codes must be accompanied by the unique LOCN code assigned to the employee. Conference, meeting and course registrations also require the use of ACTV code 2007 Registration.

Professional Development Non-Employee	These accounts are used to record the education and training of non-employees (such as students and associates).	
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7154	Athletic Registration Fees	Tournament fees for athletic teams.
7156	ProD - Non-employee	To record the costs of registration fees for conferences and meetings and other course costs paid on behalf of students or other non-employees.