



MONTANA UNIVERSITY SYSTEM
EXPENDITURE CATEGORIES

Personal Services:	The personal services category includes expenditures for salaries, wages, and benefits provided to persons employed by the Montana University System. The employment categories used by the System agencies are:
Contract Faculty	Contract faculty are those employees who hold an academic contract with the Board of Regents and provide services only in the primary programs of instruction, research, and public service. An FTE employee is expressed in terms of academic year (AY) components. Faculty members who are full-time employees with the institution but are assigned part-time duties within programs are prorated in proportion to their assigned salary.
Contract Professional and Administrative	Contract professional and administrative personnel are those employees other than faculty employees who hold a contract with the Board of Regents. An FTE employee is expressed in term of fiscal year (FY) components. The UM and MSU definitions that distinguish between "professional" and "administrative" apply.
Classified Employees	Classified employees are those employees who participate in the Statewide Classification System and Pay Plan and the Montana University System Achievement Project. This category also includes the skilled crafts employees. One FTE employee is expressed in terms of 2,080 hours.
Graduate Assistants	Graduate assistants are students who have been awarded part-time employment with the institution to provide services in the areas of instruction and research.
Part-time Employees	Part-time employees include all nonfaculty personnel who do not work on a full-time, regular basis, and are not classified employees. One FTE employee is expressed in terms of total salary dollars. For FY2005, \$27,172 was used to convert salaries of nonphysical plant employees and \$28,733 for salaries of physical plant employees. For FY2006, \$27,927 was used to convert nonphysical plant employee salaries and \$29,488 used for physical plant part-time employee salaries.



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Operating Costs:	Operating Costs include costs of consumable commodities or services relating to the operating needs of the Montana University System agencies.
Contracted Services	This category includes expenditures for services purchased or contracted for by the Montana University System. Typical expenditures in this category include audit fees, consultants fees (professional services such as legal and accounting), insurance premiums, printing costs (State Publications and Graphics), and information technology services (SABHRS costs, State Information Technology Division).
Supplies and Materials	This category includes expenditures for consumable commodities. Typical expenditures include office supplies (State Central Stores), books and reference materials, and tools. The State's and Federal Government's capitalization threshold is currently \$5,000, so equipment that has a unit cost less than that threshold will be expensed in this category.
Communications	This category includes expenditures for telephone charges, postage, and shipping expenses.
Travel	Expenditures for all travel expenses including in-state, out-of-state, and foreign travel for both employees and nonemployees are reflected here. Expenses for airline tickets, hotel and motel accommodations, and meal and per-diem reimbursements are included in this category. Per diem reimbursements for the Board of Regents are reflected in the Personal Services category.
Rent	Rent paid for buildings, office space, meeting rooms, land, and equipment are accounted for in this category.
Utilities	The expenses related to gas, electricity, water, sewer are reflected in this category.
Repair and Maintenance	Normal maintenance costs such as labor, materials, and overhead of Montana University System facilities, grounds, and equipment are expensed in this category. If the repair or maintenance activity substantially improves the use or life of the asset, the costs should be capitalized instead of expensed in this category.
Other	This category is used to record expenses that don't fit into any of the above operating expenses categories. Typical expenses in this category include indirect cost expense, scholarships, fee waivers, bad debt write-offs, bank service charges, conference registrations, and dues.