Need Help Finding Your Department Code?

1. **Go to the Concur Website**
   Visit utep.edu/travel/concur

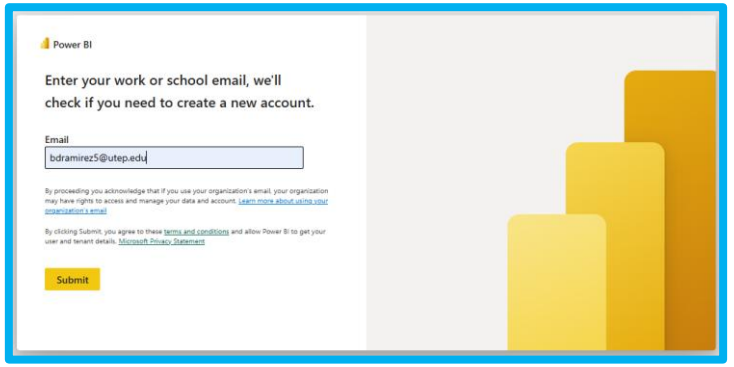
2. **Select Resources**

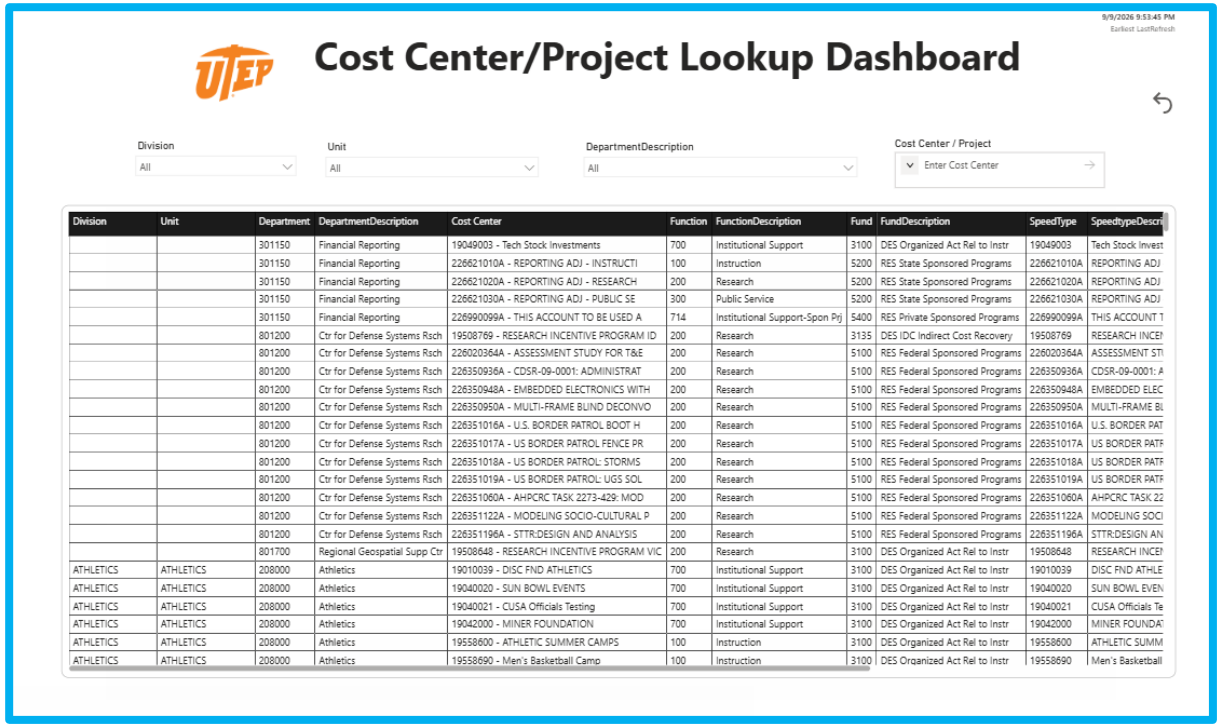
3. **Select Department Lookup Tool**

4. **Sign In**
   Log in using your UTEP credentials

5. **Find Your Department Information**
   Use the Cost Center/Project Lookup Dashboard to find your **Department Code, Cost Center, SpeedType, or Project ID**







Division	Unit	Department	DepartmentDescription	Cost Center	Function	FunctionDescription	Fund	FundDescription	SpeedType	SpeedtypeDescri
		301150	Financial Reporting	19049003 - Tech Stock Investments	700	Institutional Support	3100	DES Organized Act Rel to Instr	19049003	Tech Stock Invest
		301150	Financial Reporting	226621010A - REPORTING ADJ - INSTRUCTI	100	Instruction	5200	RES State Sponsored Programs	226621010A	REPORTING ADJ
		301150	Financial Reporting	226621020A - REPORTING ADJ - RESEARCH	200	Research	5200	RES State Sponsored Programs	226621020A	REPORTING ADJ
		301150	Financial Reporting	226621030A - REPORTING ADJ - PUBLIC SE	300	Public Service	5200	RES State Sponsored Programs	226621030A	REPORTING ADJ
		301150	Financial Reporting	226990099A - THIS ACCOUNT TO BE USED A	714	Institutional Support-Spon Prj	5400	RES Private Sponsored Programs	226990099A	THIS ACCOUNT T
		801200	Ctr for Defense Systems Rsch	19508769 - RESEARCH INCENTIVE PROGRAM ID	200	Research	3135	DES IDC Indirect Cost Recovery	19508769	RESEARCH INCEI
		801200	Ctr for Defense Systems Rsch	226020364A - ASSESSMENT STUDY FOR T&E	200	Research	5100	RES Federal Sponsored Programs	226020364A	ASSESSMENT STI
		801200	Ctr for Defense Systems Rsch	226350936A - CDSR-09-0001: ADMINISTRAT	200	Research	5100	RES Federal Sponsored Programs	226350936A	CDSR-09-0001: A
		801200	Ctr for Defense Systems Rsch	226350948A - EMBEDDED ELECTRONICS WITH	200	Research	5100	RES Federal Sponsored Programs	226350948A	EMBEDDED ELEC
		801200	Ctr for Defense Systems Rsch	226350950A - MULTI-FRAME BLIND DECONVO	200	Research	5100	RES Federal Sponsored Programs	226350950A	MULTI-FRAME BL
		801200	Ctr for Defense Systems Rsch	226351016A - U.S. BORDER PATROL BOOT H	200	Research	5100	RES Federal Sponsored Programs	226351016A	U.S. BORDER PAT
		801200	Ctr for Defense Systems Rsch	226351017A - US BORDER PATROL FENCE PR	200	Research	5100	RES Federal Sponsored Programs	226351017A	US BORDER PATF
		801200	Ctr for Defense Systems Rsch	226351018A - US BORDER PATROL: STORMS	200	Research	5100	RES Federal Sponsored Programs	226351018A	US BORDER PATF
		801200	Ctr for Defense Systems Rsch	226351019A - US BORDER PATROL: UGS SOL	200	Research	5100	RES Federal Sponsored Programs	226351019A	US BORDER PATF
		801200	Ctr for Defense Systems Rsch	226351060A - AHPCRC TASK 2273-429: MOD	200	Research	5100	RES Federal Sponsored Programs	226351060A	AHPCRC TASK 22
		801200	Ctr for Defense Systems Rsch	226351122A - MODELING SOCIO-CULTURAL P	200	Research	5100	RES Federal Sponsored Programs	226351122A	MODELING SOCI
		801200	Ctr for Defense Systems Rsch	226351196A - STTR:DESIGN AND ANALYSIS	200	Research	5100	RES Federal Sponsored Programs	226351196A	STTR:DESIGN AN
		801700	Regional Geospatial Supp Ctr	19508648 - RESEARCH INCENTIVE PROGRAM VIC	200	Research	3100	DES Organized Act Rel to Instr	19508648	RESEARCH INCEI
ATHLETICS	ATHLETICS	208000	Athletics	19010039 - DISC FND ATHLETICS	700	Institutional Support	3100	DES Organized Act Rel to Instr	19010039	DISC FND ATHLE
ATHLETICS	ATHLETICS	208000	Athletics	19040020 - SUN BOWL EVENTS	700	Institutional Support	3100	DES Organized Act Rel to Instr	19040020	SUN BOWL EVEN
ATHLETICS	ATHLETICS	208000	Athletics	19040021 - CUSA Officials Testing	700	Institutional Support	3100	DES Organized Act Rel to Instr	19040021	CUSA Officials Te
ATHLETICS	ATHLETICS	208000	Athletics	19042000 - MINER FOUNDATION	700	Institutional Support	3100	DES Organized Act Rel to Instr	19042000	MINER FOUNDAT
ATHLETICS	ATHLETICS	208000	Athletics	19558600 - ATHLETIC SUMMER CAMPS	100	Instruction	3100	DES Organized Act Rel to Instr	19558600	ATHLETIC SUMM
ATHLETICS	ATHLETICS	208000	Athletics	19558690 - Men's Basketball Camp	100	Instruction	3100	DES Organized Act Rel to Instr	19558690	Men's Basketball