	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	<u>DSS</u>	<u>DSS</u>	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000	FD10500	FD10600	FD15000	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100	FD14200	STUD ORG	FD20000	Function (FN)	FD20100	FD20200	FD20300	FD20300
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD11015 FD11021		FD11615	FD15015 FD15021						FD14415 FD14421		FD6xxxx	FD21015 FD21021	Worktag ends in '10' or '20'				
Advertising - Media/Classified/Promotional	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
												Custodial / igrosmoni				Pay via GT AP	Pay via GT AP	Pay via GT AP
Alcohol	NO	NO	NO	NO	NO	NO	NO	Prof Educ course/prog/event	Study Abroad prog/event	DSS conf/prog/event	Prem Prog prog/event	If allowed by Custodial Agreement for conf/prog/event	NO	NO	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
								Campus Alcohol Policy Applies	Campus Alcohol Policy Applies	Policy Applies	Campus Alcohol Policy Applies	Campus Alcohol				Can excd per diem	Can excd per diem	ABFR Appr Req
								Alcohol Appr Form	Alcohol Appr Form	Alcohol Appr Form must be submitted in		Policy Applies				Campus Alcohol Policy Applies	Campus Alcohol Policy Applies	Can excd per diem
								must be submitted in adv of event		adv of event	must be submitted in adv of event	Alcohol Appr Form must be submitted in				Alcohol Appr Form	Alcohol Appr Form	Campus Alcohol Policy Applies
								Alcohol NOT	Alcohol NOT	Alcohol NOT ALLOWED for	Alcohol NOT	adv of event				must be submitted in adv of event	must be submitted in adv of event	Alcohol Appr Form
								ALLOWED for Dinner or Business	ALLOWED for Dinner or Business	Dinner or Business Entertainment Meals	ALLOWED for	Alcohol NOT ALLOWED for				Pay via GTF	Pay via GTRC	must be submitted in adv of event
								Entertainment Meals			Entertainment Meals	Dinner or Business Entertainment Meals				,	,	Pay via GTARC
Appliances for Employee or Visitor Use or for Office Breakroom	Convenience of employees & visitors	Convenience of employees & visitors	Convenience of employees & visitors	Convenience of employees & visitors	NO	Convenience of employees & visitors	Convenience of employees & visitors	Convenience of employees & visitors	NO	Convenience of employees & visitors	NO	NO	NO	NO	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
(Stove, Microwave, Refrigerator, Coffee Mkr, etc.)																Pay via GT AP	Pay via GT AP	Pay via GT AP
Appliances for Laboratory or Research Use	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
	NO	110	110	NO	NO	NO	NO	NO	NO	110	110	NO	NO	NO	NO	Pay via GT AP NO	Pay via GT AP NO	Pay via GT AP NO
Application Fees - Employee Applying to College	NO Personal Expense	NO Personal Expense	NO Personal Expense	Personal Expense	Personal Expense	NO Personal Expense	NO Personal Expense	Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	Personal Expense	NO Personal Expense	Personal Expense	Personal Expense	Personal Expense
Cable TV - Business Related	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT AP	Pay via GT AP	Pay via GT AP
Campus Service Center Charges (Parking, Cleanroom, Printing & Copying, Telecomm,	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	If allowed by custodial agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
etc.)																Pay via GT AP	Pay via GT AP	GTRI AVP Appr Req
																		Pay via GT AP
Car/Vehicle Allowance	NO	GTHR Car Allow. Guidance Applies	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTF Fund	NO	NO
																GTHR Car Allow. Guidance Applies		
Cards, Videos, Decorations and Flowers	Official Institute bus/events only	Official Institute bus/events only	Official Institute bus/events only	Official Institute bus/events only	NO	Official Institute bus/events only	Official Institute bus/events only	Official Institute bus/events only	Official Institute bus/events only	Official Institute bus/events only	Official Institute bus/events only	If allowed by Custodial Agreement	If allowed by Grant		NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
									·				Official Institute bus/events only	Official Institute bus/events only		Pay via GT AP	Pay via GT AP	Pay via GT AP
Citations, Fines & Penalties (Faculty, Staff, Students, Visitors, Contractors, etc.)	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	If allowed by GTRC Fund	If allowed by GTARC Fund
, , , , , , , , , , , , , , , , , , , ,																	Pay via GTRC	Pay via GTARC

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	DSS	DSS	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Clothing with GT Logo (Collared, Button Down or Golf Shirt, Sweater, Vest, Outerwear, etc.)	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	NO	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. <u>Licensing &</u> <u>Trademark</u> <u>Guidelines</u> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. <u>Licensing &</u> <u>Trademark</u> <u>Guidelines</u> Apply \$75 limit pp per yr	wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	NO	& Req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	If allowed by Grant & Req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc. Licensing & Trademark Guidelines Apply \$75 limit pp per yr	NO	If allowed by GTF Fund Licensing & Trademark Guidelines Apply \$75 limit pp per yr Pay via GT AP	If allowed by GTRC Fund Licensing & Trademark Guidelines Apply \$75 limit pp per yr Pay via GT AP	If allowed by GTARC Fund ABFR Appr Req Licensing & Trademark Guidelines Apply \$75 limit pp per yr Pay via GT AP
College Work Study	YES	YES	YES	YES	NO	YES	YES	YES	NO	NO	NO	NO	-	If allowed by Grant	NO	NO	NO	NO
Commencement Regalia	If Faculty Member req'd by Institute to wear in Official Capacity	If Faculty Member req'd by Institute to wear in Official Capacity	If Faculty Member req'd by Institute to wear in Official Capacity	If Faculty Member req'd by Institute to wear in Official Capacity	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
Computer Charges (Internal, Maintenance, Internet)	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	NO	If allowed by Grant Cannot reimburse personal computer expenses	If allowed by Grant Cannot reimburse personal computer expenses	NO	If allowed by GTF Fund Cannot reimburse personal computer expenses Pay via GT AP	If allowed by GTRC Fund Cannot reimburse personal computer expenses Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req Cannot reimburse personal computer expenses Pay via GT AP
Computers	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	Cannot reimburse personal computer expenses	If allowed by Custodial Agreement Cannot reimburse personal computer expenses	If allowed by Grant Cannot reimburse personal computer expenses	If allowed by Grant Cannot reimburse personal computer expenses	NO	If allowed by GTF Fund Cannot reimburse personal computer expenses Pay via GT AP	If allowed by GTRC Fund Cannot reimburse personal computer expenses Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req Cannot reimburse personal computer expenses Pay via GT AP
Conference Registrations	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req Pay via GT AP
Contracts	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req Pay via GT AP
Credit Card Fees	YES	YES	YES	NO	NO	YES	YES	YES	NO	YES	NO	NO	NO	NO	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
Decorations (i.e. Flowers, Balloons, Table Cloths, Glassware, Table Rental Chair Rental, etc.)	Official Business Events Only	Official Business Events Only	Official Business Events Only	Official Business Events Only	NO	Official Business Events Only	Official Business Events Only	Official Business Events Only	Official Business Events Only	Official Business Events Only	Official Business Events Only	If allowed by Custodial Agreement	If allowed by Grant Official Business Events Only	If allowed by Grant Official Business Events Only	NO	Pay via GT AP If allowed by GTF Fund Pay via GT AP	Pay via GT AP If allowed by GTRC Fund Pay via GT AP	Pay via GT AP If allowed by GTARC Fund Pay via GT AP

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	DSS	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Donations to Charitable Organizations	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only from GTF Memorial "Flower Fund" Pay via GTF	NO	NO
Employee Relocation (Moving companies, temporary housing, housing allowance, etc.)	Relocation Assistance Policy Applies	Relocation Assistance Policy Applies	Relocation Assistance Policy Applies	Relocation Assistance Policy Applies	NO	Relocation Assistance Policy Applies	Relocation Assistance Policy Applies	Relocation Assistance Policy Applies	NO	Relocation Assistance Policy Applies	NO	NO	If allowed by Grant Relocation Assistance Policy Applies	If allowed by Grant Relocation Assistance Policy Applies	NO	If allowed by GTF Fund Relocation Assistance Policy Applies Pay via GT Payroll	If allowed by GTRC Fund Relocation Assistance Policy Applies Pay via GT Payroll	If allowed by GTARC Fund Relocation Assistance Policy Applies Pay via GT Payroll
Employee Tuition Reimbursement	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	Only via STRAP or TAP Prog	If for GTRC Prog and Empl has a Rsch Title Cap - \$5,250/YR Pay via GT Payroll	If in accordance with GTRI Policy 7002.2 Cap - \$5,250/YR Pay via GT Payroll
Entertainment (DJ, Band, Music Group, Speaker, etc.)	NO	NO	NO	NO	NO	NO	YES	Prof Educ Course/Prog/Event	NO	DSS Prog/Event	Prem Prog Prog/Event	If allowed by Custodial Agreement	NO	NO	NO	If allowed by GTF Fund Pay via GTF	If allowed by GTRC Fund Pay via GTRC	If allowed by GTARC Fund Pay via GTARC
Equipment > \$4,999	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Required Pay via GT AP
Equipment btw \$3,000 - \$4,999	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP
Fan or Heater - Personal Use	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense
Fan or Heater - Regulate Office Temp	If authorized by Bldg Mamt		If authorized by Bldg Mamt		NO NO	If authorized by Bldg Mgmt	If authorized by Bldg Mgmt	NO NO	NO NO	If authorized by Bldg Mgmt	NO NO	NO NO	NO NO	NO NO	NO NO	NO NO	NO NO	NO NO
Fellowships	YES (FD10000 Only)	NO	NO	NO	NO	NO	NO NO	NO	NO	NO	NO	NO	If allowed by Grant (FD20000 Only)	NO	YES	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
Food/Beverage - Off the Shelf/Snacks (i.e. purchased from grocery or retail store)	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	NO	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	If allowed by Custodial Agreement Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	If allowed by Grant Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed rates may be lower	If allowed by Grant Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed rates may be lower	NO	If allowed by GTF Fund Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates DO NOT Apply Pay via GT AP	If allowed by GTRC Fund Group Meals Policy. Applies Food/Group Meal Doc Form Req'd Per Diem Rates DO NOT Apply Pay via GT AP	If allowed by GTARC Fund Group Meals Policy, Applies Food/Group Meal Doc Form Req'd Per Diem Rates DO NOT Apply Pay via GT AP

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	<u>DSS</u>	DSS	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015	FD10500	FD10600 FD11615	FD15000 FD15015	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415	FD14200	FD6xxxx	FD20000 FD21015	Function (FN) Worktag ends	FD20100	FD20200	FD20300	FD20300
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD11021			FD15021						FD14421			FD21021	in '10' or '20'				
Food/Meals - Business Entertainment Meals	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF	If allowed by GTRC	If allowed by GTARC
or Extraordinary Development (Retreats, stewardship, donor cultivation, receptions												Custodial Agreemen	t			Fund	Fund	Fund
for professional milestone or achievement, faculty recruitment entertainment)												Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external				Pay via GTF	Pay via GTRC	Pay via GTARC
Food/Meals - Classroom/Academic Programs - Students	Credit Courses & Rsch Activities	Credit Courses & Rsch Activities	Credit Courses & Rsch Activities	NO	NO	NO	Credit Courses & Rsch Activities	Prof Ed Course/Prog/Event	Credit Courses & Rsch Activities	Credit Courses & Rsch Activities	Prem Prog Prog/Event	NO	NO	NO	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO
- Students	Group Meals Policy	Group Meals Policy	Group Meals Policy				Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy					Group Meals Policy	Group Meals Policy	
	Applies	Applies	Applies				Applies	& Per Diem Rates DO NOT apply for	Applies	Applies	& Per Diem Rates DO NOT apply for					Applies	Applies	
	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd				Food/Group Meal Doc Form Req'd	externally funded events: attendees primarily external	Food/Group Meal Doc Form Req'd	Per Diem Rates Apply	externally funded events: attendees primarily external					Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	
	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply				Per Diem Rates Apply	printarily oxformat	Per Diem Rates Apply	Group Meals Policy & Per Diem Rates	printally oxfortal					Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	
	Арріу	Арріу	Арріу				Арріу		Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	DO NOT apply for externally funded events: attendees primarily external						Pay via GT AP	Pay via GT AP	
Food/Morle Conference 9 Workshops	GT/USG	GT/USG	GT/USG	GT/USG	NO	GT/USG	GT/USG	GT/LISG Employees	GT/USG Employees	GT/LISG Employees	CT/LISC Employees	If allowed by	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF	If allowed by GTRC	If allowed by GTARC
Food/Meals - Conferences & Workshops	Employees	Employees	Employees	Employees	NO	Employees	Employees	Group Meals Policy		Group Meals Policy		Custodial Agreemen	t ,	GT/USG Employees	NO	Fund	Fund	Fund
	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies		Group Meals Policy Applies	Group Meals Policy Applies	Applies	Applies	Applies	Applies	Group Meals Policy & Per Diem Rates		Group Meals Policy		GT/USG Employees	GT/USG Employees	GT/USG Employees
	Food/Group Meal Doc Form Reg'd	Food/Group Meal	Food/Group Meal Doc Form Reg'd	Food/Group Meal		Food/Group Meal	Food/Group Meal	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	DO NOT apply for externally funded events: attendees	Applies Food/Group Meal	Applies Food/Group Meal		Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies
	Per Diem Rates	Per Diem Rates	Per Diem Rates	Per Diem Rates Apply		Per Diem Rates	Per Diem Rates	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	primarily external	Doc Form Req'd Per Diem Rates	Doc Form Req'd Per Diem Rates		Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd
	ОРРІУ	ДРРІУ	ОРРІУ	Орріу		ДРРІУ	ДРРІУ	Group Meals Policy & Per Diem Rates DO NOT apply for	Group Meals Policy & Per Diem Rates DO NOT apply for	Group Meals Policy & Per Diem Rates DO NOT apply for	& Per Diem Rates		Apply - Fed Rates may be lower	Apply - Fed Rates may be lower		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply
								externally funded events: attendees primarily external	externally funded events: attendees primarily external	externally funded events: attendees primarily external	externally funded events: attendees primarily external					Pay via GT AP	Pay via GT AP	Pay via GT AP
								paramy oxional	p.anding oxionial	F. many Oxford	p.many oxoma							

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	<u>DSS</u>	DSS	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000	FD10500	FD10600	FD15000	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100	FD14200	STUD ORG	FD20000	Function (FN)	FD20100	FD20200	FD20300	FD20300
	FD11015	1 10 10 300	FD11615	FD15015	1 1 1 1 0 0 0 0	10122	1 1 1 3 0 0 0	1 1 1 4 0 0 0	1 5 14 100	FD14415	1 0 14200	FD6xxxx	FD21015	Worktag ends	1 020100	1 020200	1 020300	1 020300
EXPENSE/SPEND TYPE (Please note that all expenses must be for	FD11021			FD15021						FD14421			FD21021	in '10' or '20'				
Official Business)																		
Food/Meals - Contract/Performer Hospitality (Contracted performer or group, Ferst Center,	NO	NO	NO	NO	NO	If contract specifies food/catering	If contract specifies food/catering	If contract specifies food/catering	If contract specifies food/catering	If contract specifies food/catering	If contract specifies food/catering	If allowed by Custodial Agreement	If allowed by Grant and contract	If allowed by Grant and contract	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO
Student Event)						Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy	specifies food/catering	specifies food/catering		Group Meals Policy	Group Meals Policy	
						Applies	Applies Food/Group Meal	Applies	Applies Food/Group Meal	Applies	Applies Food/Group Meal	& Per Diem Rates DO NOT apply for	Group Meals Policy	Group Meals Policy		Applies	Applies Food/Group Meal	
						Food/Group Meal Doc Form req'd	Doc Form req'd	Food/Group Meal Doc Form req'd	Doc Form req'd	Food/Group Meal Doc Form req'd	Doc Form req'd	externally funded events: attendees primarily external	Applies Food/Group Meal	Applies Food/Group Meal		Food/Group Meal Doc Form Req'd	Doc Form Req'd	
						Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	primarily external	Doc Form Req'd	Doc Form Req'd		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	
						Арріу	Арріу	Group Meals Policy		Group Meals Policy	Group Meals Policy		Per Diem Rates Apply - Fed Rates	Per Diem Rates Apply - Fed Rates		Pay via GT AP	Pay via GT AP	
								& Per Diem Rates DO NOT apply for	& Per Diem Rates DO NOT apply for	& Per Diem Rates DO NOT apply for	& Per Diem Rates DO NOT apply for		may be lower	may be lower		1 ay via O1 74	1 dy via O1 74	
								externally funded events: attendees	externally funded events: attendees	externally funded events: attendees	externally funded events: attendees							
								primarily external	primarily external	primarily external	primarily external							
Food/Meals - Educational or Business	Non-GT/USG Attendees	Non-GT/USG Attendees	Non-GT/USG Attendees	Non-GT/USG Attendees	NO	Non-GT/USG Attendees	Non-GT/USG Attendees	Non-GT/USG Attendees	Non-GT/USG Attendees	Non-GT/USG Attendees	Non-GT/USG Attendees	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	
Meetings - Primarily Non-GT/USG Attendees (can include students, volunteers and	Group Meals Policy			Group Meals Policy		Group Meals Policy	Group Meals Policy		Group Meals Policy			Group Meals Policy	Non-GT/USG Attendees	Non-GT/USG Attendees		Group Meals Policy	Group Meals Policy	Fund Group Meals Policy
employees whose participation is required)	Applies	Group Meals Policy Applies	Group Meals Policy Applies	Applies		Applies	Applies	Group Meals Policy Applies	Applies	Group Meals Policy Applies	Group Meals Policy Applies	& Per Diem Rates DO NOT apply for	Group Meals Policy	Group Meals Policy		Applies	Applies	Applies
	Food/Group Meal Doc Form Reg'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Reg'd	Food/Group Meal Doc Form Reg'd		Food/Group Meal Doc Form Reg'd	Food/Group Meal Doc Form Reg'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Reg'd	Food/Group Meal Doc Form Reg'd	Food/Group Meal Doc Form Reg'd	externally funded events: attendees	Applies	Applies		Food/Group Meal Doc Form Reg'd	Food/Group Meal Doc Form Reg'd	Food/Group Meal Doc Form Req'd
	Per Diem Rates	Per Diem Rates	Per Diem Rates	Per Diem Rates		Per Diem Rates	Per Diem Rates	Per Diem Rates	Per Diem Rates	Per Diem Rates	Per Diem Rates	primarily external	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Reg'd		Per Diem Rates DO		Per Diem Rates DO
	Apply	Apply	Apply	Apply		Apply	Apply	Apply	Apply	Apply	Apply		Per Diem Rates	Per Diem Rates		NOT Apply	NOT Apply	NOT Apply
								Group Meals Policy & Per Diem Rates		Apply - Fed Rates may be lower	Apply - Fed Rates may be lower		Pay via GT AP	Pay via GT AP	Pay via GT AP			
								DO NOT apply for externally funded		,	,							
								events: attendees primarily external	events: attendees primarily external	events: attendees primarily external	events: attendees primarily external							
										, ,								
Food/Meals - Employee Group Meetings	Group Meals Policy Applies	NO	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund			
(Training workshops, staff/faculty meetings, includes employees and non-employees whose participation is	Food/Group Meal	Food/Group Meal	Food/Group Meal	Food/Group Meal		Food/Group Meal	Food/Group Meal	Food/Group Meal	Food/Group Meal	Food/Group Meal	Food/Group Meal	Group Meals Policy	Group Meals Policy Applies	Group Meals Policy Applies		Group Meals Policy	Group Meals Policy	Group Meals Policy
required)	Doc Form Req'd	Doc Form Req'd	Doc Form Req'd	Doc Form Req'd		Doc Form Req'd	Doc Form Req'd	Doc Form Req'd	Doc Form Req'd	Doc Form Req'd	Doc Form Req'd	& Per Diem Rates DO NOT apply for	Food/Group Meal	Food/Group Meal		Applies	Applies	Applies
	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply		Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	externally funded events: attendees	Doc Form Req'd	Doc Form Req'd		Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd
												primarily external	Per Diem Rates Apply - Fed Rates	Per Diem Rates Apply - Fed Rates		Per Diem Rates DO	Per Diem Rates DO	Per Diem Rates DO
													may be lower	may be lower		NOT Apply	NOT Apply	NOT Apply
																Pay via GT AP	Pay via GT AP	Pay via GT AP
Food/Meals - Employee Meals while on Official Travel Status	Meals and Incidental Travel Expenses	NO	Meals and Incidental Travel Expenses	Meals and Incidental Travel Expenses	Meals and Incidental Travel Expenses	Meals and Incidental Travel Expenses	Meals and Incidental Travel Expenses	Meals and Incidental Travel Expenses	NO Travel for employees	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund			
	Policy Applies	Policy Applies	Policy Applies	Policy Applies		Policy Applies	Policy Applies Per Diem Rates	Policy Applies Per Diem Rates	Policy Applies Per Diem Rates	Policy Applies Per Diem Rates	Policy Applies	is not allowed on custodial Funds	Meals and Incidental Travel Expenses	Meals and Incidental Travel Expenses		Meals and Incidental	Meals and Incidental	Meals and Incidental
	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply		Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply		Policy Applies	Policy Applies		Travel Expenses Policy Applies	Travel Expenses Policy Applies	Travel Expenses Policy Applies
													Per Diem Rates Apply - Fed rates	Per Diem Rates Apply - Fed rates		Per Diem Rates DO		Per Diem Rates DO
													may be lower	may be lower		NOT Apply Pay via GT AP	NOT Apply Pay via GT AP	NOT Apply Pay via GT AP
																ray vid GT AP	ray vid GTAP	ray via GT AF
			•	•			•	•	•	•	•	•	•	•		•		

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	<u>DSS</u>	<u>DSS</u>	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Official Business) Food/Meals - Student Recruiting Events	Group Meals Policy	Group Meals Policy	NO	Group Meals Policy	NO	Group Meals Policy	Group Meals Policy	Group Meals Policy	NO	NO	Group Meals Policy	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF	If allowed by GTRC	NO
(Includes students, potential students, parents, guardians, volunteers, employees whose participation is required)	Applies Food/Group Meal Doc Form Req'd	Applies Food/Group Meal Doc Form Req'd		Applies Food/Group Meal Doc Form Req'd		Applies Food/Group Meal Doc Form Req'd	Applies Food/Group Meal Doc Form Req'd	Applies Food/Group Meal Doc Form Req'd			Applies Food/Group Meal Doc Form Req'd		Group Meals Policy Applies	Group Meals Policy Applies		Fund Group Meals Policy Applies	Fund Group Meals Policy Applies	
	Per Diem Rates Apply	Per Diem Rates Apply		Per Diem Rates Apply		Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply			Per Diem Rates Apply		Food/Group Meal Doc Form Req'd Per Diem Rates	Food/Group Meal Doc Form Req'd Per Diem Rates		Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	
													Apply - Fed Rates may be lower	Apply - Fed Rates may be lower		Per Diem Rates DO NOT Apply Pay via GT AP	Per Diem Rates DO NOT Apply Pay via GT AP	
Food/Meals - Students, Volunteers, Visitors	NO	NO	NO	NO	NO	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	NO	NO	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
and Participants						Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd			Group Meals Policy & Per Diem Rates DO NOT apply for	Group Meals Policy Applies Food/Group Meal	Group Meals Policy Applies Food/Group Meal		Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies
						Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply			externally funded events: attendees primarily external	Doc Form Req'd Per Diem Rates Apply - Fed Rates	Doc Form Req'd Per Diem Rates Apply - Fed Rates		Food/Group Meal Doc Form Req'd Per Diem Rates DO	Food/Group Meal Doc Form Req'd Per Diem Rates DO	Food/Group Meal Doc Form Req'd Per Diem Rates DO
													may be lower	may be lower		NOT Apply Pay via GT AP	NOT Apply Pay via GT AP	NOT Apply Pay via GT AP
Food/Meals - Volunteer Events	NO	NO	NO	NO	NO	Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy	Group Meals Policy	If allowed by	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF		If allowed by GTARC
(Advisory board, mentor programs, students, volunteers, etc.)						Applies Food/Group Meal Doc Form Reg'd	Applies Food/Group Meal Doc Form Reg'd	Applies Food/Group Meal Doc Form Req'd	Applies Food/Group Meal Doc Form Reg'd	Applies Food/Group Meal Doc Form Reg'd	Applies Food/Group Meal Doc Form Reg'd	Custodial Agreement Group Meals Policy & Per Diem Rates	Group Meals Policy Applies	Group Meals Policy Applies		Fund Group Meals Policy Applies	Fund Group Meals Policy Applies	Fund Group Meals Policy Applies
						Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	DO NOT apply for externally funded events: attendees primarily external	Food/Group Meal Doc Form Req'd Per Diem Rates	Food/Group Meal Doc Form Req'd Per Diem Rates		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply
								Group Meals Policy & Per Diem Rates DO NOT apply for	Group Meals Policy & Per Diem Rates DO NOT apply for	& Per Diem Rates DO NOT apply for	& Per Diem Rates DO NOT apply for		Apply - Fed Rates may be lower	Apply - Fed Rates may be lower		Food/Group Meal Doc Form Req'd Pay via GT AP	Food/Group Meal Doc Form Req'd Pay via GT AP	Food/Group Meal Doc Form Req'd Pay via GT AP
								externally funded events: attendees primarily external										
Freight	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT AP	Pay via GT AP	GTRI AVP Appr Req'd
Fringe Benefits	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF	If allowed by GTRC	Pay via GT AP If allowed by GTARC
																Fund	Fund	Fund
Gasoline - Institute Vehicle	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	Pay via GT Payroll NO	Pay via GT Payroll If allowed by GTRC Fund	Pay via GT Payroll NO
																	Pay via GT AP	

	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	DSS	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED				
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000	FD10500	FD10600	FD15000	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100	FD14200	STUD ORG	FD20000	Function (FN)	FD20100	FD20200	FD20300	FD20300
EXPENSE/SPEND TYPE	FD11015 FD11021		FD11615	FD15015 FD15021						FD14415 FD14421		FD6xxxx	FD21015 FD21021	Worktag ends in '10' or '20'				
(Please note that all expenses must be for Official Business)																		
Gasoline - Personal Vehicle	Misc Travel Expenses Policy	NO	Misc Travel Expenses Policy	NO	-	If allowed by Grant	NO	NO	NO	NO								
	Applies	Applies	Applies	Applies		Applies	Applies	Applies	Applies	Applies	Applies		Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies				
Gift Cards - Employees	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	If allowed by GTRC Fund	NO See <u>Gift Card Policy</u>												
																	Gift Card Policy	
																	Applies Must be related to	
																	research or survey	
																	Pay via GTRC	
Gift Cards - Research or Survey Participants	Gift Card Policy Applies	NO See Gift Card Policy	Gift Card Policy Applies	Gift Card Policy Applies	NO See Gift Card Policy	NO See <u>Gift Card Policy</u>	Only for Student Organizations	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	If allowed by GTF Fund	If allowed by GTRC Fund	NO See Gift Card Policy					
(employee, non-employee or student)	тррисэ	OCC <u>Ont Out of Tolloy</u>	OCC <u>OIR OUR FORDY</u>	occ <u>one oard i oncy</u>	occ <u>oiit oald i oiloy</u>	OCC <u>OIR OUR TORRY</u>	occ <u>ont out a rolloy</u>	Арріюз	Арріюз	OCC <u>Ont Out of Tolloy</u>	OCC <u>OIR OUR FORDY</u>	Gift Card Policy	occ <u>ont out o noy</u>	occ on our oney	occ ont oard rolley	Pay via GT AP	Pay via GT AP	occ <u>one oard r oncy</u>
												Applies						
Gift Cards - Students	NO	NO	NO	NO	NO	NO	Gift Card Policy	NO	NO	NO	NO	\$75 limit Only for Student	NO	NO	NO	If allowed by GTF	If allowed by GTRC	NO
	See Gift Card Policy	Applies \$75 limit	See Gift Card Policy	Organizations	See Gift Card Policy	See Gift Card Policy	See Gift Card Policy	Fund	Fund Gift Card Policy									
							\$75 IITIII					Gift Card Policy Applies				Gift Card Policy Applies	Applies	
												\$75 limit				\$75 limit	\$75 limit	
Gifts to Faculty, Staff and Students -	NO	NO	NO	Pay via GT AP If allowed by GTF	Pay via GT AP If allowed by GTRC	If allowed by GTARC												
Recognition of Team Performance (Should be de minimis and not occur regularly, i.e T-	See Gift Card Policy	See Gift Card Policy	See Gift Card Policy			See Gift Card Policy	See Gift Card Policy	Fund	Fund	Fund								
Shirts, GT Spirit Memorabilia, etc.)																Gift Card Policy Applies	Gift Card Policy Applies	Gift Card Policy Applies
																\$50 Limit	\$50 Limit	Pre-appr via ABFR process req'd
																Pay via GT AP	Pay via GT AP	\$50 Limit
																		Pay via GT AP
Gifts to Faculty, Staff and Students - Sympathy (Contribution to Charitable Org)	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	Use GTF Memorial "Flower Fund"	If allowed by GTRC Fund	NO												
(Serious illness or death of faculty, staff, student or their immediate family member)																Gift Card Policy Applies	Gift Card Policy Applies	
																\$100 Limit	\$100 Limit	
																Pay via GTF	Pay via GTRC	
	L	<u> </u>	<u> </u>					ļ	<u> </u>	ļ	ļ						ļ	

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	<u>DSS</u>	DSS	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000	FD10500	FD10600	FD15000	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100	FD14200	STUD ORG	FD20000	Function (FN)	FD20100	FD20200	FD20300	FD20300
EXPENSE/SPEND TYPE	FD11015 FD11021		FD11615	FD15015 FD15021						FD14415 FD14421		FD6xxxx	FD21015 FD21021	Worktag ends in '10' or '20'				
(Please note that all expenses must be for Official Business)																		
Gifts to Faculty, Staff and Students - Sympathy (Non-Cash)	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	NO See <u>Gift Card Policy</u>	If allowed by GTF Fund	If allowed by GTRC Fund	NO
(Serious illness or death of an employee/student or immediate family member)																Flowers, Fruit Baskets, Meals, etc \$100 Limit	Flowers, Fruit Baskets, Meals, etc \$100 Limit	
																Pay via GTF	Pay via GTRC	
Gifts to Faculty, Staff, and Students - Length of Service Recognition (Non-Cash)	NO See <u>Gifts for</u> Employees &	NO See <u>Gifts for</u> <u>Employees &</u>	NO See <u>Gifts for</u> Employees &	NO See <u>Gifts for</u> <u>Employees &</u>	NO See <u>Gifts for</u> Employees &	NO See <u>Gifts for</u> <u>Employees &</u>	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund									
	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Students Policy	Gifts for Employees & Students Policy	Gifts for Employees & Students Policy	GTRI AVP Appr Req'd
																Applies Non-taxable	Applies Non-taxable	Gifts for Employees & Students Policy
																Pay via GTF	Pay via GTRC	Applies
																		Non-taxable Pay via GTARC
Gifts to Faculty, Staff, and Students -	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
Employee Recognition Awards (Cash and Non-Cash)	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Gift for Employees &	Gift for Employees &	GTRI AVP Appr
																Students Policy Applies	Students Policy Applies	Req'd Gift for Employees &
																Cash awds are taxable & paid via GT Payroll	Cash awds are taxable & paid via GT Payroll	Students Policy Applies
																Non-Cash awds are not taxable & are paid via GT AP	Non-Cash awds are not taxable & are paid via GT AP	Cash awds are taxable & paid via GT Payroll
																F=== 1.2 - 1.1	F=== 1.2 - 1 1 1	Non-Cash awds are not taxable & are
																		paid via GT AP
Gifts to Faculty, Staff, and Students -	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	NO See Gifts for	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC
Personal Events (Wedding, graduation, birthday, baby shower, etc.)	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Employees & Students Policy	Gift for Employees &	Gift for Employees &	GTRI AVP Appr
												•				Students Policy Applies	Students Policy Applies	Req'd
																Cash awds are taxable & paid via GT Payroll	Cash awds are taxable & paid via GT Payroll	Gift for Employees & Students Policy Applies
																Non-Cash awds are not taxable & paid	Non-Cash awds are not taxable & paid	Cash awds are taxable & paid via GT Payroll
																via GT AP	via GT AP	Non-Cash awds are not taxable & paid via GT AP

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	<u>DSS</u>	<u>DSS</u>	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Gifts to Faculty, Staff, and Students - Raffles, Door Prizes and Games of Chance (Cash and Non-Cash)	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	If allowed by GTF Fund Gifts for Employees & Students Policy Applies \$100 Limit Pay via GTF	If allowed by GTARC Fund Gifts for Employees & Students Policy Applies \$100 Limit Pay via GTRC	If allowed by GTARC Fund Pre-appr via ABFR process req'd Gifts for Employees & Students Policy Applies \$100 Limit Pay via GTARC
Gifts to Faculty, Staff, and Students - Retirement or Separation	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	NO See Gifts for Employees & Students Policy	If allowed by GTF Fund Gifts for Employees & Students Policy Applies No tech gifts \$400 Limit Provost, EVPR or EVPAF appr req'd for exceptions. Pay via GTF	If allowed by GTRC Fund Gifts for Employees & Students Policy Applies No tech gifts \$400 Limit Provost, EVPR or EVPAF appr req'd for exceptions. Pay via GTRC	If allowed by GTARC Fund Gifts for Employees & Students Policy. Applies No tech gifts \$400 Limit Provost, EVPR or EVPAF appr req'd for exceptions. Approval via ABFR process req'd Pay via GTARC
Groupons	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Headphones/Earbuds - Hands free for phone use or virtual conferencing	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	NO	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	If allowed by Custodial Agreement	NO	NO	NO	NO	NO	NO
Headset - Hands free for phone use or virtual conferencing	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	NO	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	Low-cost options should be pursued. Contact Purchasing for questions.	If allowed by Custodial Agreement	NO	NO	NO	If allowed by GTF Fund Low-cost options should be pursued. Contact GT Purchasing for questions. Pay via GT AP	If allowed by GTRC Fund Low-cost options should be pursued. Contact GT Purchasing for questions. Pay via GT AP	NO
Health & Safety Products - Water, Other Hydration Products or Products required by the Occupational Safety and Health Administration (OSHA) (Includes students, volunteers and employees at risk due to environmental workplace conditions)	Should be paid from dept where employee is assigned	Should be paid from dept where employee is assigned	Should be paid from dept where employee is assigned	Should be paid from dept where employee is assigned	NO	Should be paid from dept where employee is assigned	Should be paid from dept where employee is assigned	Should be paid from dept where employee is assigned	Should be paid from dept where employee is assigned	Should be paid from dept where employee is assigned	Should be paid from dept where employee is assigned	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	DSS	DSS	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Holiday Cards, Videos and Decorations (Related to entertainment and parties)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
(related to entertainment and parties)																Pay via GTF	Pay via GTRC	GTRI AVP Appr Req'd
	Non CT and Non	Non CT and Non	Non OT and Non	Non CT and Non	NO	Non CT and Non	Non OT and Non	Non-OT and Non-	Non CT and Non	Non CT and Non	Non CT and Non	lf allacce d bee	If allowed by Coord	If allowed by Count	NO	K -lld b. OTF	If allowed by CTDC	Pay via GT AP
Honorariums	Non-GT and Non- USG Individuals Only	NO	Non-GT and Non- USG Individuals Only	Non-GT and Non- USG Individuals Only	Non-GT and Non- USG Individuals Only	Non-GT and Non- USG Individuals Only	Non-GT and Non- USG Individuals Only	Non-GT and Non- USG Individuals Only	If allowed by Custodial Agreement	Non-GT a& Non-	If allowed by Grant Non-GT a& Non-	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund			
												Non-USG & Non- USG Individuals Only		USG Individuals Only		Non-GT & Non-USG Individuals Only	Non-GT & Non-USG Individuals Only	Non-GT & Non-USG Individuals Only
																Pay via GT AP	Pay via GT AP	GTRI AVP Appr Req'd
																		Pay via GT AP
Housing Fees - GT/Non-GT Students	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via AP	Pay via GTRC	Pay via GTARC
Legal Settlements	Must be approved by Office of General Counsel	NO	Must be approved by Office of General Counsel	Must be approved by Office of General Counsel	Must be approved by Office of General Counsel	NO	NO	NO	NO	NO	NO	NO	If allowed by GTF Fund Must be approved by Office of General Counsel	If allowed by GTRC Fund Must be approved by Office of General Counsel	If allowed by GTARC Fund Must be approved by Office of General Counsel			
																Pay via GT AP	Pay via GT AP	Pay via GT AP
Maintenance of Equipment/Software	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	YES If allowed by Grant	YES If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT AP	Pay via GT AP	GTRI AVP Appr Req'd
Marketing	YES	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	If allowed by	NO	NO	NO	NO	NO	Pay via GT AP NO
-												Custodial Agreement						
Mileage Reimbursement for "On Campus" Use of Personal Vehicle	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy	NO Ground Transp Policy
Miscellaneous Other Operating Expenses	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT AP	Pay via GT AP	GTRI AVP Appr Req'd
																		Pay via GT AP

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	<u>DSS</u>	DSS	DSS	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
New Employee Orientation	Group Meals Policy Applies	NO	Group Meals Policy Applies	Group Meals Policy Applies	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
	Per Diem Rates Apply Food/Group Meal		Per Diem Rates Apply Food/Group Meal	Per Diem Rates Apply Food/Group Meal														
	Doc Form req'd		Doc Form req'd	Doc Form req'd														
Parking - Reimbursement for Local Parking (i.e. Local meeting, conference, etc.)	Ground Transp Policy Applies	Ground Transp Policy Applies	Ground Transp Policy Applies	Ground Transp Policy Applies	NO	Ground Transp Policy Applies	Ground Transp Policy Applies	Ground Transp Policy Applies	Ground Transp Policy Applies	Ground Transp Policy Applies	Ground Transp Policy Applies	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO
, , , , , , ,													Ground Transp Policy Applies	Ground Transp Policy Applies		Ground Transp Policy Applies	Ground Transp Policy Applies	
Parking Permit - Employee or Student	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Pay via GT AP NO	Pay via GT AP NO	NO
(Individual, Carpool, SmartPark, Flex, Semester, Evening/Weekend, etc.)	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense	Personal Expense
Parking Permits - Campus Fleet Vehicle	YES	YES	YES	YES	NO	YES	YES	NO	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
Parking Permits - Departmental	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	Must provide Business Purpose	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF	If allowed by GTRC	NO					
		·	·			·	·	·	·	·			Must provide Business Purpose	Must provide Business Purpose		Must provide Business Purpose	Must provide Business Purpose	
Parking Permits - Dual Access	Must provide	Must provide	Must provide	Must provide	NO	Must provide	NO	If allowed by Grant	If allowed by Grant	NO	Pay via GT AP If allowed by GTF	Pay via GT AP If allowed by GTRC	NO					
	Business Purpose	Business Purpose	Business Purpose	Business Purpose		Business Purpose		Must provide Business Purpose	Must provide Business Purpose		Fund Must provide Business Purpose	Fund Must provide Business Purpose						
																Pay via GT AP	Pay via GT AP	
Parking Permits - Guest Vouchers for Visitor Lots	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	Must provide Business Purpose	If allowed by Custodial Agreement	If allowed by Grant Official Bus Only	If allowed by Grant Official Bus Only	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO					
												Must provide Business Purpose	Cinolal Buc City	Simolar Bab Grilly		Pay via GT AP	Pay via GT AP	
Parking Permits - Official Business Permit	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	Must provide Business Purpose	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO					
												Must provide Business Purpose	Official Bus Only	Official Bus Only		Pay via GT AP	Pay via GT AP	
Parking Permits - Reserved Space for Campus Visitors	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	Must provide Business Purpose	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO					
פוווישט פופונים			-							-		Must provide Business Purpose	Official Bus Only	Official Bus Only		Pay via GT AP	Pay via GT AP	
Parking Permits - Reserved Space for Current Employees (Faculty, Reg or Temp Staff, Student)	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense
Parking Permits - Reserved Space for Current GT Students	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense
Parking Permits - Retiree	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	<u>DSS</u>	DSS	DSS	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Parking Permits - Temporary (Can be used by depts in satellite locations to park on	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	Must provide Business Purpose	If allowed by Custodial Agreement	If allowed by Grant	-	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO					
main campus for official business)												Must provide Business Purpose	Official Bus Only	Official Bus Only		Pay via GT AP	Pay via GT AP	
Parking Permits - Vendor/Contractor	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	Must provide Business Purpose	If allowed by Custodial Agreement	,	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO					
												Must provide Business Purpose	Official Bus Only	Official Bus Only		Pay via GT AP	Pay via GT AP	
Parties (Office) - Holiday, Year End, Personal Events	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
(Including flowers, set up or any other expenses related to the party)																Pay via GTF	Pay via GTRC	GTRI AVP Appr Req'd
Plants, Shrubbery or Greenery for Lobby, Building Atrium or Office	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by Custodial Agreement	NO	NO	NO	If allowed by GTF Fund	NO	Pay via GTARC NO
Postage/Mailing Services	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	If allowed by	If allowed by Grant	If allowed by Grant	NO	Pay via GT AP If allowed by GTF	If allowed by GTRC	If allowed by GTARC
												Custodial Agreement				Fund Pay via GT AP	Fund Pay via GT AP	Fund GTRI AVP Appr Reg'd
																		Pay via GTARC
Printing & Copying Services	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT AP	Pay via GT AP	GTRI AVP Appr Req'd
Drings Awards Decomition Employees	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by	NO	NO	NO	If allowed by GTF	If allowed by GTRC	Pay via GTARC If allowed by GTARC
Prizes, Awards, Recognition - Employees (Cash, non-cash, certificates and plaques)	NO NO	110	NO NO	No	NO	No	NO	No	NO	110	110	Custodial Agreement	NO	No	No	Fund	Fund	Fund
												Empl Awards & Prizes Policy Applies				Empl Awards & Prizes Policy Applies	Empl Awards & Prizes Policy Applies	Empl Awards & Prizes Policy Applies
												Non-Cash Only				Cash pmt subject to tax withholding	Cash pmt subject to tax withholding	Cash pmt subject to tax withholding
																Pay via GT AP (non- cash)	Pay via GT AP (non- cash)	Pay via GT AP (non- cash)
																Pay via GT Payroll (cash)	Pay via GT Payroll (cash)	Pay via GT Payroll (cash)
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	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	<u>DSS</u>	<u>DSS</u>	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Prizes, Awards, Recognition - Students (Cash, non-cash, certificates and plaques)	NO	NO	NO	NO	NO	student empl	Student Prizes & Awards Policy Applies May affect Fin Aid Cash pmt taxable for student empl Pay via GT AP (Non Employee & Non- Cash) Pay via GT Payroll (Employee)	NO	NO	NO	NO	If allowed by Custodial Agreement Student Prizes & Awards Policy Applies Non-Cash Only Pay via GT AP	If allowed by Grant Student Prizes & Awards Policy Applies May affect Fin Aid Cash pmt taxable for student empl Pay via GT AP (Non Employee & Non- Cash) Pay via GT Payroll (Employee)	If allowed by Grant Student Prizes & Awards Policy Applies May affect Fin Aid Cash pmt taxable for student empl Pay via GT AP (Non- Employee & Non- Cash) Pay via GT Payroll (Employee)	NO	Employee & Non- Cash) Pay via GT Payroll	If allowed by GTRC Fund Student Prizes & Awards Policy Applies May affect Fin Aid Cash pmt taxable for student empl Pay via GT AP (Non- Employee & Non- Cash) Pay via GT Payroll	Employee & Non- Cash) Pay via GT Payroll
Professional Certification or Education Training Courses or Course Materials (Includes classroom courses, online courses and preparation workbooks for GMAT, GRE, CPA, CRA or other education/certification)	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	NO See Prof License & Certification Guidance	(Employee) If allowed by GTF Fund Prof License & Cert Guidance Applies Pay via GT	(Employee) Only for GTRC and OSP staff members Prof License & Cert Guidance Applies Pay via GTRC	(Employee) Only for GTRI employees through the Professional Dev Fund approval process Prof License & Cert Guidance Applies Pay via GTARC
Professional Licenses or License Renewal - Individual	Prof Licenses, Certifications & Specialized Tmg Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Tmg Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Tmg Guidance Applies Justification Form Req'd	NO	Prof Licenses, Certifications & Specialized Tmg Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Tmg Guidance Applies Justification Form Req'd	NO	Prof Licenses, Certifications & Specialized Tmg Guidance Applies Justification Form Req'd	NO	NO	If allowed by Grant Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	If allowed by Grant Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	NO	If allowed by GTF Fund Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd Pay via GTF	Only for GTRC, and OSP staff members Prof Licenses, Certifications & Specialized Tmg Guidance Applies Justification Form Req'd Pay via GTRC	If allowed by GTARC fund Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd Pay via GTARC
Professional Memberships/Dues - Individual	Prof Memberships Guidance Applies Justification Form Req'd	Prof Memberships Guidance Applies Justification Form Req'd	Prof Memberships Guidance Applies Justification Form Req'd	Prof Memberships Guidance Applies Justification Form Req'd	NO	Prof Memberships Guidance Applies Justification Form Req'd	Prof Memberships Guidance Applies Justification Form Req'd	Prof Memberships Guidance Applies Justification Form Req'd	NO	Prof Memberships Guidance Applies Justification Form Req'd	NO	NO	If allowed by Grant Prof Memberships Guidance Applies Justification Form Req'd	If allowed by Grant Prof Memberships Guidance Applies Justification Form Req'd	NO	If allowed by GTF Prof Memberships Guidance Applies Justification Form Req'd Pay via GT AP	For GTRC, GTARC and OSP staff members only Prof Memberships Guidance Applies Justification Form Req'd	If allowed by GTARC Prof Memberships Guidance Applies Justification Form Req'd Pay via GTAP
Professional Memberships/Dues - Institutional	Prof Memberships Guidance Applies	Prof Memberships Guidance Applies	Prof Memberships Guidance Applies	Prof Memberships Guidance Applies	NO	Prof Memberships Guidance Applies	Prof Memberships Guidance Applies	Prof Memberships Guidance Applies	NO	Prof Memberships Guidance Applies	NO	NO	If allowed by Grant Prof Memberships Guidance Applies	If allowed by Grant Prof Memberships Guidance Applies	NO	If allowed by GTF Prof Memberships Guidance Applies Pay via GT AP	If allowed by GTRC Prof Memberships Guidance Applies Pay via GTRC	If allowed by GTARC Prof Memberships Guidance Applies

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	<u>DSS</u>	DSS	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000	FD10500	FD10600	FD15000	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100	FD14200	STUD ORG	FD20000	Function (FN)	FD20100	FD20200	FD20300	FD20300
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD11015 FD11021		FD11615	FD15015 FD15021						FD14415 FD14421		FD6xxxx	FD21015 FD21021	Worktag ends in '10' or '20'				
Promotional Items - Pens, Notepads, USB Drives, etc. with GT Logo	Should be nominal in value & related to	value & related to	Should be nominal in value & related to	Should be nominal in value & related to	NO	Should be nominal in value & related to	value & related to	value & related to	value & related to	Should be nominal in value & related to	value & related to	NO	If allowed by Grant	•	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
(Must be related to an academic program or Institute initiative or promotion)	prog, initiative or promotion	prog, initiative or promotion	prog, initiative or promotion	prog, initiative or promotion		prog, initiative or promotion	prog, initiative or promotion	prog, initiative or promotion	prog, initiative or promotion	prog, initiative or promotion	prog, initiative or promotion		Should be nominal in value & related to prog, initiative or promotion	Should be nominal in value & related to prog, initiative or promotion		Pay via GT AP	Pay via GT AP	Pay via GT AP
Public, Private Venture (PPV) Lease Payments	YES	Academic Bldgs Only	NO	Rsch Bldgs Only	NO	Awiliary Services Bldgs Only	Student Bldgs Only	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Recruiting Costs - Faculty	YES	YES	YES	YES	NO	NO	NO	YES	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																For entertainment and items outside State or GT policy	For entertainment and items outside State or GT policy	For entertainment and items outside State or GT policy
																Pay via GTF	Pay via GTRC	Pay via GTARC
Recruiting Costs - Staff	YES	YES	YES	YES	NO	NO	NO	YES	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																For entertainment and items outside State or GT policy	For entertainment and items outside State or GT policy	For entertainment and items outside State or GT policy
																Pay via GTF	Pay via GTRC	Pay via GTARC
Registrations Paid to Vendor	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT AP	Pay via GT AP	GTRI AVP Appr Req'd Pay via GT AP
Reimbursable Expenses (Consultant or Non Employee)	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT AP	Pay via GT AP	Pay via GT AP
Rental Expenses - Non-Real Estate (Meeting Room, etc.)	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	Fund	If allowed by GTARC Fund
Rentals	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	If allowed by	If allowed by Grant	If allowed by Grant	NO	Pay via GT AP If allowed by GTF	Pay via GT AP If allowed by GTRC	Pay via GT AP If allowed by GTARC
(Office Equipment, Copiers, Computer Equipment, Supplies)												Custodial Agreement	,	,		Fund Pay via GT AP	Fund Pay via GT AP	Fund Pay via GT AP
Repairs and Maintenance	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT AP	Pay via GT AP	Pay via GT AP

EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business) Retreats w/out Recreational Activities (No bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.) Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.)	There Gen IND CST R FD10600 FD15000 FD15010 FD11615 FD15010 FD15010 FD15011 FD15010 FD15012 FD15010 Group Meals Policy Applies Food/Group Meal Doc Form red Per Diem Rates Apply Applies Food/Group Meal Doc Form red Doc Form red Per Diem Rates Apply Per Diem Rates Apply Non-Rec Portion Non-Rec Portion Only Non-Rec Portion Non-Rec Portion Only	FD16000 FD16000 FD16000 NO Meal q'd tes	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Group Meal Doc Form req'd Per Diem Rates Apply Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	GTPE FD14000 Group Meals Policy. Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	FD14100 NO NO	OTHER FD14100 FD14415 FD14421 Group Meals Policy. Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	PREM PROG FD14200 NO	FDS ON DEP STUD ORG FD6xxxx NO	Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply - Fed Rates may be lower	RI/EII/GTRI Function (FN) Worktag ends in '10' or '20' If allowed by Grant Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply - Fed Rates may be lower If allowed by Grant Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply - Fed Rates may be lower	FIN AID FD20100 NO	GTF FD20200 If allowed by GTF fund Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply Pay via GT AP If allowed by GTF Fund Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply	Fund Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply	GTARC FD20300 If allowed by GTARC fund Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply Pay via GT AP If allowed by GTARC Fund Group Meals Policy Applies Food/Group Meal Doc Form req'd
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Per Diem Rates Apply Non-Rec Portion Only Royalties NO NO NO	Per Diem Rates Apply Non-Rec Portion Per Diem Ra Apply Non-Rec Portion Non-Rec Portion	tes	Per Diem Rates Apply Non-Rec Portion	Per Diem Rates Apply Non-Rec Portion	Per Diem Rates Apply Non-Rec Portion		Per Diem Rates Apply Non-Rec Portion			Doc Form req'd Per Diem Rates Apply - Fed Rates	Doc Form req'd Per Diem Rates Apply - Fed Rates		Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply	Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply	Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply
Non-Rec Portion Only Non-Rec P	Non-Rec Portion Non-Rec Por	tion	Non-Rec Portion	Non-Rec Portion	Non-Rec Portion		Non-Rec Portion			Apply - Fed Rates	Apply - Fed Rates		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply
Royalties NO NO	Only Only		Only	Only	Only		Only								D D C ::
										Non-Rec Portion Only	Non-Rec Portion Only		Pay Rec Portion or ALL via GTF	Pay Rec Portion or ALL via GTF	Pay Rec Portion or ALL via GTF Proof of Non-Rec Portion paid via GT AP required if invoice split
Salaries/Employee Compensation YES YES	NO NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO NO	If allowed by GTRC	If allowed by GTARC Fund
Salaries/Employee Compensation	VEC	VEC	VEC	VEC	VEC	NO	VEC	NO	NO	If all accord has Count	If allowed by Court	NO	K - II d b OTF	Pay via GTRC	Pay via GTARC
	YES YES	YES	YES	YES	YES	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT Payroll	If allowed by GTRC Fund Pay via GT Payroll	If allowed by GTARC Fund Pay via GT Payroll
Scholarships NO NO	NO NO	NO	NO	NO	NO	YES	NO	NO	NO	If allowed by Grant (FD20000 Only)	NO	YES	If allowed by GTF Fund	If allowed by GTRC Fund	NO
													Pay via GT AP	Pay via GT AP	
Services YES YES (Architect, Consultant, Attorney, Physician, Temp Svcs, etc.)	YES YES	YES	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	Fund	If allowed by GTARC Fund
Software YES YES	YES YES	YES	YES	YES	YES	YES	YES	YES	If allowed by	If allowed by Grant	If allowed by Grant	NO	Pay via GT AP If allowed by GTF	Pay via GT AP If allowed by GTRC	Pay via GT AP If allowed by GTARC
									Custodial Agreement		-		Fund Pay via GT AP	Fund Pay via GT AP	Fund Pay via GT AP
Sponsorships NO NO	NO NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO NO
													Pay via GTF	Pay via GTRC	

	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	<u>DSS</u>	DSS	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED				
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Stipends	YES (FD10000 Only)	YES	YES (FD10600 Only)	NO	NO	NO	If allowed by Grant (FD20000 Only)	NO	NO	If allowed by GTF Fund	If allowed by GTRC Fund Pay via GT AP	Only if allowed by GTARC Fund and with GTRI AVP Appr Pay via GT AP						
Stipends - GT Students Summer Programs	NO	NO	NO	If allowed by Grant (FD20000 Only)	NO	NO	If allowed by GTF Fund Pay via GT AP	NO	NO									
Subscriptions and Dues	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP									
Supplies and Materials	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	YES use spon sub project	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP									
Taxes - Sales Tax	If tax is not exempted	If tax is not exempted	If tax is not exempted	If allowed by Grant and tax is not exempted	If allowed by Grant and tax is not exempted	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP									
Taxes - VAT, Excise or International	If tax is not exempted	If tax is not exempted	If tax is not exempted	If allowed by Grant and tax is not exempted	If allowed by Grant and tax is not exempted	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP									
Technology Purchases < \$3,000	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund and with GTRI AVP Appr Pay via GT AP									
Telecommunications (Basic Monthly, Cellular, Internet, Data, Long Distance, Network Surcharge, New Installations, Other)	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP
Textbooks	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause	NO Textbooks can be resold and this may potentially violate State Gratuities Clause
Training - Courses/Course Materials for Initially Obtaining Professional Certifications or Education (includes classroom courses, online courses, preparation workbooks for GMAT, GRE, CPA, CRA or other education/certifications)	NO See Prof Licenses, Certifications & Specialized Trng Guidance	NO See Prof Licenses, Certifications & Specialized Tmg Guidance	NO See Prof Licenses, Certifications & Specialized Trng Guidance	NO See Prof Licenses, Certifications & Specialized Tmg Guidance	NO See Prof Licenses, Certifications & Specialized Trng Guidance	NO See Prof Licenses, Certifications & Specialized Trng Guidance	NO See Prof Licenses, Certifications & Specialized Trng Guidance	NO See Prof Licenses, Certifications & Specialized Trng Guidance	NO See Prof Licenses, Certifications & Specialized Tmg Guidance	NO See Prof Licenses, Certifications & Specialized Trng Guidance	NO See Prof Licenses, Certifications & Specialized Trng Guidance	NO See Prof Licenses, Certifications & Specialized Trng Guidance	Only for GTRC and OSP staff Pay via GTRC	If allowed by GTARC Fund Only for GTRI employees, appr through the Professional Dev Fund approval process Pay via GTARC				

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	<u>DSS</u>	<u>DSS</u>	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	STUD ORG FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Training - Job Related/Professional Development	If consistent with duties in the Job Family	NO	If consistent with duties in the Job Family	If consistent with duties in the Job Family	If consistent with duties in the Job Family	NO	If consistent with duties in the Job Family	NO	NO	If allowed by Grant and consistent with duties in the Job Family	If allowed by Grant and consistent with duties in the Job Family	NO	If allowed by GTF Fund and consistent with duties in the Job Family Pay via GT AP	Only for GTRC and OSP staff. Should be consistent with duties in the Job Family Pay via GTRC	If allowed by GTARC Fund Should be consistent with duties in the Job Family Pay via GT AP			
Travel of Employees - Airfare - Business Class	Air Transportation Policy Applies	NO	Air Transportation Policy Applies	NO	If allowed by Grant Air Transportation Policy Applies	Air Transportation Policy Applies	NO	If allowed by GTF Fund Air Transportation Policy Applies Pay via GT AP	NO	If allowed by GTARC Fund Air Transportation Policy Applies Pay via GT AP								
Travel of Employees - Airfare - CLEAR Membership	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy	NO Personal Expense See Misc Travel Expenses Policy
Travel of Employees - Airfare - First Class	Air Transportation Policy Applies	NO NO	Air Transportation Policy Applies	NO NO	If allowed by Grant Air Transportation Policy Applies	If allowed by Grant Air Transportation Policy Applies	NO NO	If allowed by GTF Fund Air Transportation Policy Applies Pay via GT AP	NO NO	If allowed by GTARC Fund Air Transportation Policy Applies Pay via GT AP								
Travel of Employees - Airfare - TSA Pre- Check Membership	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See <u>Misc Travel</u> Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy			
Travel of Employees - Airline Memberships	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
(i.e. Delta Sky Club Lounge, America Airlines Admirals Club)	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy	See Misc Travel Expenses Policy			
Travel of Employees - Domestic Travel	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
Travel of Employees - Hotel in Georgia	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	NO	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	NO	If allowed by Grant Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	If allowed by Grant Hotel/Motel Tax Exemption Form should be used to avoid certain excise taxes	NO	Pay via GT AP NO	Pay via GT AP NO	Pay via GT AP NO
Travel of Employees - International Travel	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP
Travel of Employees - Passports or Visas Required by GT for Official Business Travel	Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies	NO	Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies	NO	If allowed by Grant Misc Travel Expenses Policy Applies	If allowed by Grant Misc Travel Expenses Policy Applies	NO	If allowed by GTF Fund Misc Travel Expenses Policy Applies Pay via GT AP	If allowed by GTRC Fund Misc Travel Expenses Policy Applies Pay via GT AP	NO NO

	GEN OPS	GEN OPS	GEN OPS	GEN OPS	GEN OPS	AUX SVCS	STUD ACT	PROF EDUC	DSS	DSS	DSS	CUSTODIAL	RESTRICTED	COST SHARE	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	RI/EII/GTRI	RI/EII/GTRI	FIN AID	GTF	GTRC	GTARC
EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Travel of Employees - Personal Vehicle	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Maintenance or Repair	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See <u>Ground Tranp</u> <u>Policy</u>	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See Ground Tranp Policy	See_Ground Tranp Policy	See <u>Ground Tranp</u> <u>Policy</u>
Travel of Employees - Reimbursable	Misc Travel Expenses Policy	NO	Misc Travel Expenses Policy	Misc Travel Expenses Policy	Misc Travel Expenses Policy	Misc Travel Expenses Policy	Misc Travel Expenses Policy	Misc Travel Expenses Policy	NO	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund	If allowed by GTRC Fund	NO			
Expenses (Baggage fees & handling, linen, laundry, copy services, etc.)	Applies	Applies	Applies	Applies		Applies	Applies	Applies	Applies	Applies	Applies		Misc Travel Expenses Policy Applies	Misc Travel Expenses Policy Applies		Misc Travel Expenses Policy	Misc Travel Expenses Policy	
Travel Policy 6.9 - http://www.policylibrary.gatech.edu/business- finance/miscellaneous-travel-expenses																Applies Pay via GT AP	Applies Pay via GT AP	
Tuition and Fee Payment - GT and Non-GT	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	NO Personal Expense	If allowed by GTRC Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
Students																Must be part of Institute Program like STRAP/TAP	Must be part of Institute Program	Must be part of Institute Program
Tuition Remission - Employee	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Uniforms -Working Condition Fringe Benefit (i.e. nurse, police, housing, facilities, etc.)	If employee required by mgmt to wear uniform	NO	If employee required by mgmt to wear uniform	If employee required by mgmt to wear uniform	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO			
Utilities - Natural Gas	YES	NO	YES	YES	NO	YES	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO
Utilities - Sewerage	YES	NO	YES	NO	NO	YES	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO
Utilities - Water	YES	NO	YES	NO	NO	YES	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO
Weapons - GT Police Department Only	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Workshops (Instructional programming)	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	NO	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	NO	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates	If allowed by Custodial Agreement	If allowed by Grant Retreats & Workshops Policy Applies Food/Group Meal Doc Form Reg'd	If allowed by Grant Retreats & Workshops Policy Applies Food/Group Meal Doc Form Reg'd	NO	If allowed by GTF Fund Retreats & Workshops Policy Applies Food/Group Meal	If allowed by GTRC Fund Retreats & Workshops Policy Applies Food/Group Meal	If allowed by GTARC Fund Retreats & Workshops Policy Applies Food/Group Meal
	Apply	Apply	Apply	Apply		Apply		Apply	Apply	Apply	Apply		Per Diem Rates Apply - Fed Rates may be lower	Per Diem Rates Apply - Fed Rates may be lower		Doc Form Req'd Pay via GT AP	Doc Form Req'd Pay via GT AP	Doc Form Req'd Pay via GT AP