

GEORGIA INSTITUTE OF TECHNOLOGY

FINAL DRAFT - Allowable Cost Matrix - MARCH 2023

EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	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	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC	
	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	
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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP	
Alcohol	NO	NO	NO	NO	NO	NO	NO	Prof Educ course/prog/event Campus Alcohol Policy Applies Alcohol Appr Form must be submitted in adv of event Alcohol NOT ALLOWED for Dinner or Business Entertainment Meals	Study Abroad prog/event Campus Alcohol Policy Applies Alcohol Appr Form must be submitted in adv of event Alcohol NOT ALLOWED for Dinner or Business Entertainment Meals	DSS conf/prog/event Campus Alcohol Policy Applies Alcohol Appr Form must be submitted in adv of event Alcohol NOT ALLOWED for Dinner or Business Entertainment Meals	Prem Prog prog/event Campus Alcohol Policy Applies Alcohol Appr Form must be submitted in adv of event Alcohol NOT ALLOWED for Dinner or Business Entertainment Meals	If allowed by Custodial Agreement for conf/prog/event Campus Alcohol Policy Applies Alcohol Appr Form must be submitted in adv of event Alcohol NOT ALLOWED for Dinner or Business Entertainment Meals	NO	NO	NO	If allowed by GTF Fund Can excd per diem Campus Alcohol Policy Applies Alcohol Appr Form must be submitted in adv of event Pay via GTF	If allowed by GTRC Fund Can excd per diem Campus Alcohol Policy Applies Alcohol Appr Form must be submitted in adv of event Pay via GTRC	If allowed by GTARC Fund ABFR Appr Req Can excd per diem Campus Alcohol Policy Applies Alcohol Appr Form must be submitted in adv of event Pay via GTARC	
Appliances for Employee or Visitor Use or for Office Breakroom (Stove, Microwave, Refrigerator, Coffee Mkr, etc.)	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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund 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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP	
Application Fees - Employee Applying to College	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	NO 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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP	
Campus Service Center Charges (Parking, Cleanroom, Printing & Copying, Telecomm, etc.)	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	
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 GTHR Car Allow. Guidance Applies	NO	NO	
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 Official Institute bus/events only	If allowed by Grant Official Institute bus/events only	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	
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	NO Personal Expense	If allowed by GTRC Fund Pay via GTRC	If allowed by GTARC Fund Pay via GTARC

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	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	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	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. 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	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	NO	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	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 \$75 limit pp per yr Pay via GT AP	If allowed by GTRC Fund \$75 limit pp per yr Pay via GT AP	If allowed by GTARC Fund \$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	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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP
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	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

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	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	If allowed by GTRC Fund Relocation Assistance Policy Applies	If allowed by GTARC Fund Relocation Assistance Policy Applies
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 Pay via GT Payroll	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 Mgmt	If authorized by Bldg Mgmt	If authorized by Bldg Mgmt	If authorized by Bldg Mgmt	NO	If authorized by Bldg Mgmt	If authorized by Bldg Mgmt	NO	NO	If authorized by Bldg Mgmt	NO	NO	NO	NO	NO	NO	NO	NO
Fellowships	YES (FD10000 Only)	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 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	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

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC	
	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	
Food/Meals - Business Entertainment Meals or Extraordinary Development (Retreats, stewardship, donor cultivation, receptions for professional milestone or achievement, faculty recruitment entertainment)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	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	If allowed by Grant	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	
Food/Meals - Classroom/Academic Programs - Students	Credit Courses & Rsch Activities Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Credit Courses & Rsch Activities Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Credit Courses & Rsch Activities Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	NO	NO	Credit Courses & Rsch Activities Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Prof Ed Course/Prog/Event Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	Credit Courses & Rsch Activities 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	Credit Courses & Rsch Activities Group Meals Policy Applies Per Diem Rates Apply Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	Credit Courses & Rsch Activities Group Meals Policy Applies Per Diem Rates Apply Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	Prem Prog Prog/Event Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	NO	NO	NO	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	NO
Food/Meals - Conferences & Workshops	GT/USG Employees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	GT/USG Employees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	GT/USG Employees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	GT/USG Employees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	GT/USG Employees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	GT/USG Employees 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	GT/USG Employees 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	GT/USG Employees 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	GT/USG Employees 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	GT/USG Employees 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	GT/USG Employees 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	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 GT/USG Employees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant GT/USG Employees 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 GT/USG Employees 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 GT/USG Employees 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 GT/USG Employees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates DO NOT Apply Pay via GT AP

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	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
Food/Meals - Contract/Performer Hospitality (Contracted performer or group, Ferst Center, Student Event)	NO	NO	NO	NO	NO	If contract specifies food/catering Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	If contract specifies food/catering Group Meals Policy Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	If contract specifies food/catering 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	If contract specifies food/catering 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	If contract specifies food/catering 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	If contract specifies food/catering 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	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 and contract specifies food/catering Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant and contract specifies food/catering 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	NO
Food/Meals - Educational or Business Meetings - Primarily Non-GT/USG Attendees (can include students, volunteers and employees whose participation is required)	Non-GT/USG Attendees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Non-GT/USG Attendees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Non-GT/USG Attendees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Non-GT/USG Attendees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	Non-GT/USG Attendees 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	Non-GT/USG Attendees 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	Non-GT/USG Attendees 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	Non-GT/USG Attendees 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	Non-GT/USG Attendees 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	Non-GT/USG Attendees 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	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 Non-GT/USG Attendees Group Meals Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant Non-GT/USG Attendees 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
Food/Meals - Employee Group Meetings (Training workshops, staff/faculty meetings, includes employees and non-employees whose participation is required)	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 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	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
Food/Meals - Employee Meals while on Official Travel Status	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	NO	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply	NO Travel for employees is not allowed on custodial Funds	If allowed by Grant Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply - Fed rates may be lower	If allowed by Grant Meals and Incidental Travel Expenses Policy Applies Per Diem Rates Apply - Fed rates may be lower	NO	If allowed by GTF Fund Meals and Incidental Travel Expenses Policy Applies Per Diem Rates DO NOT Apply Pay via GT AP	If allowed by GTRC Fund Meals and Incidental Travel Expenses Policy Applies Per Diem Rates DO NOT Apply Pay via GT AP	If allowed by GTARC Fund Meals and Incidental Travel Expenses Policy Applies Per Diem Rates DO NOT Apply Pay via GT AP

GEORGIA INSTITUTE OF TECHNOLOGY

FINAL DRAFT - Allowable Cost Matrix - MARCH 2023

EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	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	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	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
Food/Meals - Student Recruiting Events (Includes students, potential students, parents, guardians, volunteers, employees whose participation is required)	Group Meals Policy Applies	Group Meals Policy Applies	NO	Group Meals Policy Applies	NO	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	NO	NO	Group Meals Policy Applies	NO	If allowed by Grant Group Meals Policy Applies	If allowed by Grant Group Meals Policy Applies	NO	If allowed by GTF Fund Group Meals Policy Applies	If allowed by GTRC Fund Group Meals Policy Applies	NO
	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	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	Food/Group Meal Doc Form Req'd		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	Per Diem Rates Apply	Per Diem Rates Apply			Per Diem Rates Apply		Per Diem Rates Apply - Fed Rates may be lower	Per Diem Rates Apply - Fed Rates may be lower		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	
															Pay via GT AP	Pay via GT AP		
Food/Meals - Students, Volunteers, Visitors and Participants	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 Group Meals Policy Applies	If allowed by Grant Group Meals Policy Applies	NO	If allowed by GTF Fund Group Meals Policy Applies	If allowed by GTRC Fund Group Meals Policy Applies	If allowed by GTARC Fund Group Meals Policy 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			Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	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	Food/Group Meal Doc Form Req'd
						Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply	Per Diem Rates Apply				Per Diem Rates Apply - Fed Rates may be lower	Per Diem Rates Apply - Fed Rates may be lower		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply
															Pay via GT AP	Pay via GT AP	Pay via GT AP	
Food/Meals - Volunteer Events (Advisory board, mentor programs, students, volunteers, etc.)	NO	NO	NO	NO	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 Group Meals Policy Applies	If allowed by Grant Group Meals Policy Applies	NO	If allowed by GTF Fund Group Meals Policy Applies	If allowed by GTRC Fund Group Meals Policy Applies	If allowed by GTARC Fund Group Meals Policy 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	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Group Meals Policy & Per Diem Rates DO NOT apply for externally funded events: attendees primarily external	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT 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 - Fed Rates may be lower	Per Diem Rates Apply - Fed Rates may be lower		Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd	Food/Group Meal Doc Form Req'd
															Pay via GT AP	Pay via GT AP	Pay via GT AP	
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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req'd Pay via GT AP
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 Fund Pay via GT Payroll	If allowed by GTRC Fund Pay via GT Payroll	If allowed by GTARC Fund Pay via GT Payroll
Gasoline - Institute Vehicle	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	NO	NO	If allowed by Grant	If allowed by Grant	NO	NO	If allowed by GTRC Fund Pay via GT AP	NO

GEORGIA INSTITUTE OF TECHNOLOGY

FINAL DRAFT - Allowable Cost Matrix - MARCH 2023

EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	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	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Gasoline - Personal Vehicle	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	NO	NO	NO
Gift Cards - Employees	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	If allowed by GTRC Fund Gift Card Policy Applies Must be related to research or survey participation Pay via GTRC	NO See Gift Card Policy
Gift Cards - Research or Survey Participants (employee, non-employee or student)	Gift Card Policy Applies	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	Gift Card Policy Applies	Gift Card Policy Applies	NO See Gift Card Policy	NO See Gift Card Policy	Only for Student Organizations Gift Card Policy Applies \$75 limit	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO See Gift Card Policy
Gift Cards - Students	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	Gift Card Policy Applies \$75 limit	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	Only for Student Organizations Gift Card Policy Applies \$75 limit	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	If allowed by GTF Fund Gift Card Policy Applies \$75 limit Pay via GT AP	If allowed by GTRC Fund Gift Card Policy Applies \$75 limit Pay via GT AP	NO
Gifts to Faculty, Staff and Students - Recognition of Team Performance (Should be de minimis and not occur regularly, i.e., T-Shirts, GT Spirit Memorabilia, etc.)	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	If allowed by GTF Fund Gift Card Policy Applies \$50 Limit Pay via GT AP	If allowed by GTRC Fund Gift Card Policy Applies \$50 Limit Pay via GT AP	If allowed by GTARC Fund Gift Card Policy Applies Pre-appr via ABFR process req'd \$50 Limit Pay via GT AP
Gifts to Faculty, Staff and Students - Sympathy (Contribution to Charitable Org) (Serious illness or death of faculty, staff, student or their immediate family member)	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	Use GTF Memorial "Flower Fund" Gift Card Policy Applies \$100 Limit Pay via GTF	If allowed by GTRC Fund Gift Card Policy Applies \$100 Limit Pay via GTRC	NO

GEORGIA INSTITUTE OF TECHNOLOGY

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	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
Gifts to Faculty, Staff and Students - Sympathy (Non-Cash) (Serious illness or death of an employee/student or immediate family member)	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	NO See Gift Card Policy	If allowed by GTF Fund Flowers, Fruit Baskets, Meals, etc. \$100 Limit Pay via GTF	If allowed by GTRC Fund Flowers, Fruit Baskets, Meals, etc. \$100 Limit Pay via GTRC	NO
Gifts to Faculty, Staff, and Students - Length of Service Recognition (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 Non-taxable Pay via GTF	If allowed by GTRC Fund Gifts for Employees & Students Policy Applies Non-taxable Pay via GTRC	If allowed by GTARC Fund GTRI AVP Appr Req'd Gifts for Employees & Students Policy Applies Non-taxable Pay via GTARC
Gifts to Faculty, Staff, and Students - Employee Recognition Awards (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 Gift for Employees & Students Policy Applies Cash awds are taxable & paid via GT Payroll Non-Cash awds are not taxable & are paid via GT AP	If allowed by GTRC Fund Gift for Employees & Students Policy Applies Cash awds are taxable & paid via GT Payroll Non-Cash awds are not taxable & are paid via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req'd Gift for Employees & Students Policy Applies Cash awds are taxable & paid via GT Payroll Non-Cash awds are not taxable & are paid via GT AP
Gifts to Faculty, Staff, and Students - Personal Events (Wedding, graduation, birthday, baby shower, etc.)	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 Gift for Employees & Students Policy Applies Cash awds are taxable & paid via GT Payroll Non-Cash awds are not taxable & paid via GT AP	If allowed by GTRC Fund Gift for Employees & Students Policy Applies Cash awds are taxable & paid via GT Payroll Non-Cash awds are not taxable & paid via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req'd Gift for Employees & Students Policy Applies Cash awds are taxable & paid via GT Payroll Non-Cash awds are not taxable & paid via GT AP

GEORGIA INSTITUTE OF TECHNOLOGY

FINAL DRAFT - Allowable Cost Matrix - MARCH 2023

EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	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 FD10000 FD11015 FD11021	TUITION FD10500	OTHER GEN FD10600 FD11615	IND CST REC FD15000 FD15015 FD15021	TECH FEE FD16000	OPERATING FD122xx	OPERATING FD13000	GTPE FD14000	STUDY ABR FD14100	OTHER FD14100 FD14415 FD14421	PREM PROG FD14200	FDS ON DEP STUD ORG FD6xxxx	R/EII/GTRI FD20000 FD21015 FD21021	R/EII/GTRI Function (FN) Worktag ends in '10' or '20'	FIN AID FD20100	GTF FD20200	GTRC FD20300	GTARC 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	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	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 GTARC 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	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.	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.	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	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

GEORGIA INSTITUTE OF TECHNOLOGY

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EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	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	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	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 Pay via GTF	If allowed by GTRC Fund Pay via GTRC	If allowed by GTARC Fund GTRI AVP Appr Req'd Pay via GT AP
Honorariums	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	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-USG & Non-USG Individuals Only	If allowed by Grant Non-GT a& Non-USG Individuals Only	If allowed by Grant Non-GT a& Non-USG Individuals Only	NO	If allowed by GTF Fund Non-GT & Non-USG Individuals Only Pay via GT AP	If allowed by GTRC Fund Non-GT & Non-USG Individuals Only Pay via GT AP	If allowed by GTARC Fund Non-GT & Non-USG Individuals Only 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 Pay via AP	If allowed by GTRC Fund Pay via GTRC	If allowed by GTARC Fund Pay via GTARC
Legal Settlements	Must be approved by Office of General Counsel	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	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 Pay via GT AP	If allowed by GTRC Fund Must be approved by Office of General Counsel Pay via GT AP	If allowed by GTARC Fund Must be approved by Office of General Counsel 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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req'd Pay via GT AP
Marketing	YES	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	NO	NO	NO	NO	NO	NO
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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req'd Pay via GT AP

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	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
New Employee Orientation	Group Meals Policy Applies Per Diem Rates Apply Food/Group Meal Doc Form req'd	NO	Group Meals Policy Applies Per Diem Rates Apply Food/Group Meal Doc Form req'd	Group Meals Policy Applies Per Diem Rates Apply Food/Group Meal Doc Form req'd	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
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 Ground Transp. Policy Applies	If allowed by Grant Ground Transp. Policy Applies	NO	If allowed by GTF Fund Ground Transp. Policy Applies Pay via GT AP	If allowed by GTRC Fund Ground Transp. Policy Applies Pay via GT AP	NO
Parking Permit - Employee or Student (Individual, Carpool, SmartPark, Flex, Semester, Evening/Weekend, 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	NO Personal Expense	NO 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	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	If allowed by Grant Must provide Business Purpose	If allowed by Grant Must provide Business Purpose	NO	If allowed by GTF Fund Must provide Business Purpose Pay via GT AP	If allowed by GTRC Fund Must provide Business Purpose Pay via GT AP	NO
Parking Permits - Dual Access	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	If allowed by Grant Must provide Business Purpose	If allowed by Grant Must provide Business Purpose	NO	If allowed by GTF Fund Must provide Business Purpose Pay via GT AP	If allowed by GTRC Fund Must provide Business Purpose Pay via GT AP	NO
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	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	If allowed by Custodial Agreement Must provide Business Purpose	If allowed by Grant Official Bus Only	If allowed by Grant Official Bus Only	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
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	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	If allowed by Custodial Agreement Must provide Business Purpose	If allowed by Grant Official Bus Only	If allowed by Grant Official Bus Only	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
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	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	If allowed by Custodial Agreement Must provide Business Purpose	If allowed by Grant Official Bus Only	If allowed by Grant Official Bus Only	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
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

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	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 main campus for official business)	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	NO	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	If allowed by Custodial Agreement Must provide Business Purpose	If allowed by Grant Official Bus Only	If allowed by Grant Official Bus Only	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
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	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	Must provide Business Purpose	If allowed by Custodial Agreement Must provide Business Purpose	If allowed by Grant Official Bus Only	If allowed by Grant Official Bus Only	NO	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
Parties (Office) - Holiday, Year End, Personal Events (Including flowers, set up or any other expenses related to the party)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTF Fund Pay via GTF	If allowed by GTRC Fund Pay via GTRC	If allowed by GTARC Fund GTRI AVP Appr Req'd Pay via GTARC
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 Pay via GT AP	NO	NO
Postage/Mailing Services	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'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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund GTRI AVP Appr Req'd Pay via GTARC
Prizes, Awards, Recognition - Employees (Cash, non-cash, certificates and plaques)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by Custodial Agreement Empl Awards & Prizes Policy Applies Non-Cash Only	NO	NO	NO	If allowed by GTF Fund Cash pmt subject to tax withholding Pay via GT AP (non-cash) Pay via GT Payroll (cash)	If allowed by GTRC Fund Empl Awards & Prizes Policy Applies Cash pmt subject to tax withholding Pay via GT AP (non-cash) Pay via GT Payroll (cash)	If allowed by GTARC Fund Empl Awards & Prizes Policy Applies Cash pmt subject to tax withholding Pay via GT AP (non-cash) Pay via GT Payroll (cash)

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	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 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)	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	If allowed by GTF 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)	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)	If allowed by GTARC 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)
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	If allowed by GTF Fund Prof License & Cert Guidance Applies Pay via GT	Only for GTRC and OSP staff members Prof License & Cert Guidance Applies Pay via GTRC	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 Trng Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	NO	Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	Prof Licenses, Certifications & Specialized Trng Guidance Applies Justification Form Req'd	NO	Prof Licenses, Certifications & Specialized Trng 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 Trng 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 Pay via GTRC	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

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Promotional Items - Pens, Notepads, USB Drives, etc. with GT Logo (Must be related to an academic program or Institute 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	Should be nominal in value & related to prog, initiative or promotion	Should be nominal in value & related to prog, initiative or promotion	NO	Should be nominal in value & related to 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	Should be nominal in value & related to 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	NO	If allowed by Grant Should be nominal in value & related to prog, initiative or promotion	If allowed by Grant Should be nominal in value & related to prog, initiative or promotion	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
Public, Private Venture (PPV) Lease Payments	YES	Academic Bldgs Only	NO	Rsch Bldgs Only	NO	Auxiliary 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 For entertainment and items outside State or GT policy Pay via GTF	If allowed by GTRC Fund For entertainment and items outside State or GT policy Pay via GTRC	If allowed by GTARC Fund For entertainment and items outside State or GT policy 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 For entertainment and items outside State or GT policy Pay via GTF	If allowed by GTRC Fund For entertainment and items outside State or GT policy Pay via GTRC	If allowed by GTARC Fund For entertainment and items outside State or GT policy 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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund 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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund 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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP
Rentals (Office Equipment, Copiers, Computer Equipment, Supplies)	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 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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	If allowed by GTARC Fund Pay via GT AP

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	STATE APPR	TUITION	OTHER GEN	IND CST REC	TECH FEE	OPERATING	OPERATING	GTPE	STUDY ABR	OTHER	PREM PROG	FDS ON DEP STUD ORG	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	FD20000 FD21015 FD21021	Function (FN) Worktag ends in '10' or '20'	FD20100	FD20200	FD20300	FD20300
Retreats w/out Recreational Activities (No bowling, golf, sporting events, etc.)	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	NO	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	NO	Group Meals Policy Applies	NO	NO	If allowed by Grant Group Meals Policy Applies	If allowed by Grant Group Meals Policy Applies	NO	If allowed by GTF Fund Group Meals Policy Applies	If allowed by GTRC Fund Group Meals Policy Applies	If allowed by GTARC Fund Group Meals Policy 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		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			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	Food/Group Meal 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	Per Diem Rates Apply		Per Diem Rates Apply			Per Diem Rates Apply - Fed Rates may be lower	Per Diem Rates Apply - Fed Rates may be lower		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply
															Pay via GT AP	Pay via GT AP	Pay via GT AP	
Retreats with Recreational Activities (i.e. bowling, golf, sporting events, etc.)	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	NO	Group Meals Policy Applies	Group Meals Policy Applies	Group Meals Policy Applies	NO	Group Meals Policy Applies	NO	NO	If allowed by Grant Group Meals Policy Applies	If allowed by Grant Group Meals Policy Applies	NO	If allowed by GTF Fund Group Meals Policy Applies	If allowed by GTRC Fund Group Meals Policy Applies	If allowed by GTARC Fund Group Meals Policy 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		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			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	Food/Group Meal 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	Per Diem Rates Apply		Per Diem Rates Apply			Per Diem Rates Apply - Fed Rates may be lower	Per Diem Rates Apply - Fed Rates may be lower		Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply	Per Diem Rates DO NOT Apply
	Non-Rec Portion Only	Non-Rec Portion Only	Non-Rec Portion Only	Non-Rec Portion Only		Non-Rec Portion Only	Non-Rec Portion Only	Non-Rec Portion Only		Non-Rec Portion Only			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	Proof of Non-Rec Portion paid via GT AP required if invoice split	Proof of Non-Rec Portion paid via GT AP required if invoice split
Royalties	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTRC Fund	If allowed by GTARC Fund
																	Pay via GTRC	Pay via GTARC
Salaries/Employee Compensation	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 Fund	If allowed by GTRC Fund	If allowed by GTARC Fund
																Pay via GT Payroll	Pay via GT Payroll	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 (Architect, Consultant, Attorney, Physician, Temp Svc, etc.)	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
Software	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
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
																Pay via GTF	Pay via GTRC	

GEORGIA INSTITUTE OF TECHNOLOGY

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EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	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	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC	
	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	
Stipends	YES (FD10000 Only)	YES	YES (FD10600 Only)	NO	NO	NO	NO	NO	NO	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	NO	NO	NO	NO	NO	NO	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	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 Pay via GT AP	
Supplies and Materials	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	If allowed by Grant	If allowed by Grant use spon sub project	YES	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 tax is not exempted	If tax is not exempted	If tax is not exempted	If tax is not exempted	If tax is not exempted	If tax is not exempted	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 tax is not exempted	If tax is not exempted	If tax is not exempted	If tax is not exempted	If tax is not exempted	If tax is not exempted	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	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 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 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
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 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 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 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 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 Trng Guidance	Only for GTRC and OSP staff Pay via GTRC
																			Only for GTRI employees, appr through the Professional Dev Fund approval process Pay via GTARC

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EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	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	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC	
	FD10000 FD11015 FD11021	FD10500	FD10600 FD11615	FD15000 FD15015 FD15021	FD16000	FD122xx	FD13000	FD14000	FD14100	FD14100 FD14415 FD14421	FD14200	FD6xxx	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	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	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	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	NO	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	NO	If allowed by Grant Air Transportation Policy Applies	If allowed by Grant 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	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	NO	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	Air Transportation Policy Applies	NO	If allowed by Grant Air Transportation Policy Applies	If allowed by Grant 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 - TSA Pre-Check Membership	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy
Travel of Employees - Airline Memberships (i.e. Delta Sky Club Lounge, America Airlines Admirals Club)	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO See Misc Travel Expenses Policy	NO 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 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 - 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	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	NO	NO	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	

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EXPENSE/SPEND TYPE (Please note that all expenses must be for Official Business)	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	R/EII/GTRI	R/EII/GTRI	FIN AID	GTF	GTRC	GTARC	
	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 Maintenance or Repair	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy	NO See Ground Tranp. Policy
Travel of Employees - Reimbursable Expenses (Baggage fees & handling, linen, laundry, copy services, etc.) <i>Travel Policy 6.9 - http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses</i>	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	
Tuition and Fee Payment - GT and 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 GTRC Fund Must be part of Institute Program like STRAP/TAP	If allowed by GTRC Fund Must be part of Institute Program	If allowed by GTARC Fund 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	NO
Uniforms - Working Condition Fringe Benefit (i.e. nurse, police, housing, facilities, etc.)	If employee required by mgmt to wear uniform	If employee required by mgmt to wear uniform	If employee required by mgmt to wear uniform	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	NO
Utilities - Natural Gas	YES	NO	YES	YES	NO	YES	NO	YES	NO	YES	NO	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	NO
Utilities - Water	YES	NO	YES	NO	NO	YES	NO	YES	NO	YES	NO	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	NO
Workshops (Instructional programming)	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	If allowed by Custodial Agreement	If allowed by Grant Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Pay via GT AP	If allowed by GTRC Fund Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Pay via GT AP	If allowed by GTARC Fund Retreats & Workshops Policy Applies Food/Group Meal Doc Form Req'd Pay via GT AP	