

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI FD20000 FD21015 FD21021	R/EI/GTRI Function (FN) Worktag ends in '10' or '20'	FIN AID FD20100	GTF FD20200	GTRC FD20300	GTARC 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	If it's for a GTPE Prof Educ course/prog/event <a href="#">Campus Alcohol Policy</a> Applies Alcohol Appr Form must be submitted in adv of event	If it's for a Study Abroad prog/event <a href="#">Campus Alcohol Policy</a> Applies Alcohol Appr Form must be submitted in adv of event	If it's for a DSS conf/prog/event <a href="#">Campus Alcohol Policy</a> Applies Alcohol Appr Form must be submitted in adv of event	If it's for a Prem Prog prog/event <a href="#">Campus Alcohol Policy</a> Applies Alcohol Appr Form must be submitted in adv of event	If allowed by Custodial Agreement for conf/prog/event <a href="#">Campus Alcohol Policy</a> Applies Alcohol Appr Form must be submitted in adv of event	NO	NO	NO	If allowed by GTF Fund Can excd per diem <a href="#">Campus Alcohol Policy</a> Applies Alcohol Appr Form must be submitted in adv of event Pay via GTF	If allowed by GTRC Fund Can excd per diem <a href="#">Campus Alcohol Policy</a> 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 <a href="#">Campus Alcohol Policy</a> Applies Alcohol Appr Form must be submitted in adv of event Pay via GTARC
Appliances for Employee or Visitor Use in Office Breakroom or Common Space	YES	YES	YES	YES	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
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	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>	NO. <a href="#">This is a Personal Expense</a>
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	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTF Fund <a href="#">GTHR Car Allow. Guidance</a> Applies	NO	NO
Decorations, Flowers, Cards, and Videos (i.e. Balloons, Table Cloths, Glassware, Table Rental Chair Rental, etc.)	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

UPDATES IN PROCESS

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

**Please note that all Expenses must be for Official Business**

**Green Designates Difference from Last Published Version**

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
<b>Citations, Fines &amp; Penalties</b> (Faculty, Staff, Students, Visitors, Contractors, etc.)	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	If allowed by GTRC Fund Pay via GTRC	If allowed by GTARC Fund Pay via GTARC
<b>Clothing with GT Logo</b> (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.  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc.  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc.  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc.  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	NO	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc.  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, Stu Org Rep GT  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc.  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc.  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc.  <a href="#">Licensing &amp; Trademark Guidelines</a> Apply \$75 limit pp per yr	If req'd by MGMT to wear in Official Capacity - i.e. Logistics, CRC, Bldg Mgr, etc.  <a href="#">Licensing &amp; Trademark Guidelines</a> 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.  <a href="#">Licensing &amp; Trademark Guidelines</a> 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.  <a href="#">Licensing &amp; Trademark Guidelines</a> 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
<b>College Work Study</b>	YES	YES	YES	YES	NO	YES	YES	YES	NO	NO	NO	NO	If allowed by Grant	If allowed by Grant	NO	NO	NO	NO
<b>Commencement Regalia</b>	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
<b>Computer Charges</b> (Maintenance, Internet, Repairs)	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
<b>Computers</b> (Purchase of Computer)	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
<b>Conference Registrations</b>	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
<b>Contracts</b>	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

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI	R/EI/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	
<b>Credit Card Fees</b>	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	
<b>Donations to Charitable Organizations</b>	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	
<b>Employee Relocation</b> (Moving companies, temporary housing, housing allowance, etc.)	<a href="#">Relocation Assistance Policy</a> Applies	<a href="#">Relocation Assistance Policy</a> Applies	<a href="#">Relocation Assistance Policy</a> Applies	<a href="#">Relocation Assistance Policy</a> Applies	NO	<a href="#">Relocation Assistance Policy</a> Applies	<a href="#">Relocation Assistance Policy</a> Applies	<a href="#">Relocation Assistance Policy</a> Applies	NO	NO	NO	NO	If allowed by Grant <a href="#">Relocation Assistance Policy</a> Applies	If allowed by Grant <a href="#">Relocation Assistance Policy</a> Applies	NO	If allowed by GTF Fund <a href="#">Relocation Assistance Policy</a> Applies	If allowed by GTRC Fund <a href="#">Relocation Assistance Policy</a> Applies	If allowed by GTARC Fund <a href="#">Relocation Assistance Policy</a> Applies	
<b>Employee Tuition Reimbursement</b>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	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	
<b>Entertainment</b> (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	
<b>Equipment (Taggable) &gt; \$4,999</b>	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	
<b>Equipment (Taggable) btw \$3,000 - \$4,999</b>	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	
<b>Fan or Heater - Individual Use</b>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>	NO <i>This is a Personal Expense</i>
<b>Fan or Heater - Authorized by Building Management</b>	YES	YES	YES	YES	NO	YES	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
<b>Fellowships</b>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by Grant (FD20000 Only)	NO	YES	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO	

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI FD20000 FD21015 FD21021	R/EI/GTRI Function (FN) Worktag ends in '10' or '20'	FIN AID FD20100	GTF FD20200	GTRC FD20300	GTARC FD20300
<b>Food/Beverage - Off the Shelf/Snacks</b> (i.e. purchased from grocery or retail store)	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	NO	NO	NO	If allowed by GTF Fund  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GT AP	If allowed by GTRC Fund  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GT AP	If allowed by GTARC Fund  ABFR Approval Req'd  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GT AP
<b>Food/Meals - Business Entertainment Meals or Extraordinary Development</b> (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  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GTF	If allowed by GTRC Fund  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GTRC	If allowed by GTARC Fund  ABFR Approval Req'd  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GTARC
<b>Food/Meals - Classroom/Academic Programs - Students</b>	Credit Courses & Rsch Activities  <a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	Credit Courses & Rsch Activities  <a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	Credit Courses & Rsch Activities  <a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	NO	NO	NO	Credit Courses & Rsch Activities  <a href="#">Group Meals Policy</a> 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  <a href="#">Group Meals Policy</a> 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  <a href="#">Group Meals Policy</a> 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  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GT AP	If allowed by GTRC Fund  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GT AP	NO



**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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
<b>Food/Meals - Conferences &amp; Workshops</b>	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply Externally Funded Events Group Meals Policy & Per Diem Rates DO NOT apply; attendees primarily external	GT/USG Employees <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply Externally Funded Events Group Meals Policy & Per Diem Rates DO NOT apply; attendees primarily external	GT/USG Employees <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply Externally Funded Events Group Meals Policy & Per Diem Rates DO NOT apply; attendees primarily external	GT/USG Employees <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply Externally Funded Events Group Meals Policy & Per Diem Rates DO NOT apply; attendees primarily external	GT/USG Employees <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply Externally Funded Events Group Meals Policy & Per Diem Rates DO NOT apply; 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 <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTRC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTARC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP
<b>Food/Meals - Contract/Performer Hospitality</b> (Contracted performer or group, Ferst Center, Student Event)	NO	NO	NO	NO	NO	If contract specifies food/catering <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTRC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	NO
<b>Food/Meals - Educational or Business Meetings - Primarily Non-GT/USG Attendees</b> (can include students, volunteers and employees whose participation is required)	Non-GT/USG Attendees <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Non-GT/USG Attendees <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Non-GT/USG Attendees <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	Non-GT/USG Attendees <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	Non-GT/USG Attendees <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTRC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTARC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP

UPDATES IN PROCESS

GEORGIA INSTITUTE OF TECHNOLOGY

DRAFT - Allowable Cost Matrix - JULY 2023

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI	R/EI/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
<b>Food/Meals - Employee Group Meetings</b> (Training workshops, staff/faculty meetings, includes employees and non-employees whose participation is required)	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> 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 <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTRC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTARC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP
<b>Food/Meals - Employee Meals while on Official Travel Status</b>	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	NO	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	<a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply	NO Travel for employees is not allowed on custodial Funds	If allowed by Grant <a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply - Fed rates may be lower	If allowed by Grant <a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates Apply - Fed rates may be lower	NO	If allowed by GTF Fund <a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTRC Fund <a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTARC Fund <a href="#">Meals and Incidental Travel Expenses Policy</a> Applies Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP
<b>Food/Meals - Student Recruiting Events</b> (Includes students, potential students, parents, guardians, volunteers, employees whose participation is required)	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	NO	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTRC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	NO
<b>Food/Meals - Students, Volunteers, Visitors and Participants</b>	NO	NO	NO	NO	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply	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 <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form Req'd Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTRC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP	If allowed by GTARC Fund Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies Pay via GT AP

GEORGIA INSTITUTE OF TECHNOLOGY

DRAFT - Allowable Cost Matrix - JULY 2023

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI	R/EI/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	
<b>Food/Meals - Volunteer Events</b> (Advisory board, mentor programs, students, volunteers, etc.)	NO	NO	NO	NO	NO	<a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Group Meals Policy</a> 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  <a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant  <a href="#">Group Meals Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GT AP	If allowed by GTRC Fund  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GT AP	If allowed by GTARC Fund  Per Diem Rates DO NOT Apply but Guideline Maximum per <a href="#">Group Meals Policy</a> applies  Pay via GT AP
<b>Freight</b>	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	
<b>Fringe Benefits</b>	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 Payroll	If allowed by GTRC Fund  Pay via GT Payroll	If allowed by GTARC Fund  Pay via GT Payroll	
<b>Gasoline - Institute Vehicle</b>	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	
<b>Gasoline - Personal Vehicle</b>	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	NO	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	NO	If allowed by Grant  <a href="#">Misc Travel Expenses Policy</a> Applies	If allowed by Grant  <a href="#">Misc Travel Expenses Policy</a> Applies	NO	NO	NO	NO	
<b>Gift Cards - Employees</b>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	NO See <a href="#">Gift Card Policy</a>	If allowed by GTRC Fund  Gift Card Policy Applies  Must be related to research or survey participation  Pay via GTRC	NO See <a href="#">Gift Card Policy</a>	

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI FD20000 FD21015 FD21021	R/EI/GTRI Function (FN) Worktag ends in '10' or '20'	FIN AID FD20100	GTF FD20200	GTRC FD20300	GTARC FD20300
<b>Gift Cards - Research or Survey Participants</b> (employee, non-employee or student)	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	<a href="#">Gift Card Policy</a> Applies	<a href="#">Gift Card Policy</a> Applies	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	Only for Student Organizations  <a href="#">Gift Card Policy</a> Applies  \$75 limit	<a href="#">Gift Card Policy</a> Applies	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	If allowed by GTF Fund Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO <a href="#">See Gift Card Policy</a>
<b>Gift Cards - Students</b>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	<a href="#">Gift Card Policy</a> Applies  \$75 limit	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	Only for Student Organizations  <a href="#">Gift Card Policy</a> Applies  \$75 limit	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	If allowed by GTF Fund <a href="#">Gift Card Policy</a> Applies  \$75 limit Pay via GT AP	If allowed by GTRC Fund <a href="#">Gift Card Policy</a> Applies  \$75 limit Pay via GT AP	NO
<b>Gifts to Faculty, Staff and Students - Recognition of Team Performance</b> (Should be de minimis and not occur regularly, i.e.. T-Shirts, GT Spirit Memorabilia, etc.)	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	If allowed by GTF Fund <a href="#">Gift Card Policy</a> Applies  \$50 Limit Pay via GT AP	If allowed by GTRC Fund <a href="#">Gift Card Policy</a> Applies  \$50 Limit Pay via GT AP	If allowed by GTARC Fund <a href="#">Gift Card Policy</a> Applies  Pre-appr via ABFR process req'd  \$50 Limit Pay via GT AP
<b>Gifts to Faculty, Staff and Students - Sympathy (Contribution to Charitable Org)</b> (Serious illness or death of faculty, staff, student or their immediate family member)	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	Use GTF Memorial "Flower Fund"  <a href="#">Gift Card Policy</a> Applies  \$100 Limit Pay via GTF	If allowed by GTRC Fund <a href="#">Gift Card Policy</a> Applies  \$100 Limit Pay via GTRC	NO
<b>Gifts to Faculty, Staff and Students - Sympathy (Non-Cash)</b> (Serious illness or death of an employee/student or immediate family member)	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	NO <a href="#">See Gift Card Policy</a>	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
<b>Gifts to Faculty, Staff, and Students - Length of Service Recognition (Non-Cash)</b>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	If allowed by GTF Fund <a href="#">Gifts for Employees &amp; Students Policy</a> Applies  Non-taxable Pay via GTF	If allowed by GTRC Fund <a href="#">Gifts for Employees &amp; Students Policy</a> Applies  Non-taxable Pay via GTRC	If allowed by GTARC Fund  GTRI AVP Appr Req'd  <a href="#">Gifts for Employees &amp; Students Policy</a> Applies  Non-taxable Pay via GTARC

UPDATES IN PROCESS



**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI	R/EI/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	
<b>Gifts to Faculty, Staff, and Students - Employee Recognition Awards (Cash and Non-Cash)</b>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	If allowed by GTF Fund <a href="#">Gift for Employees &amp; Students Policy</a> 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 <a href="#">Gift for Employees &amp; Students Policy</a> 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 <a href="#">Gift for Employees &amp; Students Policy</a> Applies Cash awds are taxable & paid via GT Payroll Non-Cash awds are not taxable & are paid via GT AP	
<b>Gifts to Faculty, Staff, and Students - Personal Events</b> (Wedding, graduation, birthday, baby shower, etc.)	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>
<b>Gifts to Faculty, Staff, and Students - Raffles, Door Prizes and Games of Chance (Cash and Non-Cash)</b>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	NO <a href="#">See Gifts for Employees &amp; Students Policy</a>	If allowed by GTF Fund <a href="#">Gifts for Employees &amp; Students Policy</a> Applies \$100 Limit Pay via GTF	If allowed by GTARC Fund <a href="#">Gifts for Employees &amp; Students Policy</a> Applies \$100 Limit Pay via GTRC	If allowed by GTARC Fund Pre-appr via ABFR process req'd <a href="#">Gifts for Employees &amp; Students Policy</a> Applies \$100 Limit Pay via GTARC	

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

**Please note that all Expenses must be for Official Business**

**Green Designates Difference from Last Published Version**

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/EI/GTRI	R/EI/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	
<b>Gifts to Faculty, Staff, and Students - Retirement or Separation</b>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	NO See <a href="#">Gifts for Employees &amp; Students Policy</a>	If allowed by GTF Fund  <a href="#">Gifts for Employees &amp; Students Policy</a> Applies  No tech gifts  \$400 Limit  Provost, EVPR or EVPAF appr req'd for exceptions.  Pay via GTF	If allowed by GTRC Fund  <a href="#">Gifts for Employees &amp; Students Policy</a> Applies  No tech gifts  \$400 Limit  Provost, EVPR or EVPAF appr req'd for exceptions.  Pay via GTRC	If allowed by GTARC Fund  <a href="#">Gifts for Employees &amp; Students Policy</a> Applies  No tech gifts  \$400 Limit  Provost, EVPR or EVPAF appr req'd for exceptions.  Approval via ABFR process req'd  Pay via GTARC	
<b>Groupons</b>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
<b>Headphones/Earbuds - Hands free for phone use or virtual conferencing</b>	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	
<b>Headset - Hands free for phone use or virtual conferencing</b>	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
<b>Health &amp; Safety Products - Water, Other Hydration Products or Products required by the Occupational Safety and Health Administration (OSHA)</b> <small>(Includes students, volunteers and employees at risk due to environmental workplace conditions)</small>	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
<b>Decorations, Flowers, Cards, and Videos - Holiday related</b> <small>(Related to entertainment and parties)</small>	NO	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

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI	R/EI/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
<b>Honorariums</b>	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	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
<b>Housing Payments on behalf of GT/Non-GT Students</b> (Does not apply to Residence Hall Assistants and Study Abroad)	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a 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
<b>Legal Settlements</b>	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
<b>Maintenance of Equipment/Software</b>	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
<b>Marketing</b>	YES	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	If allowed by Custodial Agreement	NO	NO	NO	NO	NO	NO
<b>Mileage Reimbursement for "On Campus" Use of Personal Vehicle</b>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>	NO <a href="#">Ground Transp. Policy</a>
<b>New Employee Orientation</b>	<a href="#">Group Meals Policy</a> Applies  Per Diem Rates Apply  Food/Group Meal Doc Form req'd	NO	<a href="#">Group Meals Policy</a> Applies  Per Diem Rates Apply  Food/Group Meal Doc Form req'd	<a href="#">Group Meals Policy</a> 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

UPDATES IN PROCESS

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

**Please note that all Expenses must be for Official Business**

**Green Designates Difference from Last Published Version**

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/EI/GTRI	R/EI/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	
<b>Parking - Reimbursement for Local Parking</b> (i.e. Local meeting, conference, etc.)	<a href="#">Ground Transp. Policy Applies</a>	<a href="#">Ground Transp. Policy Applies</a>	<a href="#">Ground Transp. Policy Applies</a>	<a href="#">Ground Transp. Policy Applies</a>	NO	<a href="#">Ground Transp. Policy Applies</a>	<a href="#">Ground Transp. Policy Applies</a>	<a href="#">Ground Transp. Policy Applies</a>	<a href="#">Ground Transp. Policy Applies</a>	<a href="#">Ground Transp. Policy Applies</a>	<a href="#">Ground Transp. Policy Applies</a>	If allowed by Custodial Agreement	If allowed by Grant <a href="#">Ground Transp. Policy Applies</a>	If allowed by Grant <a href="#">Ground Transp. Policy Applies</a>	NO	If allowed by GTF Fund <a href="#">Ground Transp. Policy Applies</a> Pay via GT AP	If allowed by GTRC Fund <a href="#">Ground Transp. Policy Applies</a> Pay via GT AP	NO	
<b>Parking Permit - Employee or Student or Affiliate</b> (Individual, Carpool, SmartPark, Flex, Annual, Semester, Evening/Weekend, etc; does not include permits for external auditors.)	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>
<b>Parking Permits - Campus Fleet Vehicle</b>	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	
<b>Parking Permits - Departmental</b>	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	
<b>Parking Permits - Dual Access</b>	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	
<b>Parking Permits - Guest Vouchers for Visitor Lots</b>	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	
<b>Parking Permits - Official Business Permit</b>	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	
<b>Parking Permits - Reserved Space for Campus Visitors</b>	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	
<b>Parking Permits - Reserved Space for Current Employees</b> (Faculty, Reg or Temp Staff, Student)	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>	NO <a href="#">This is a Personal Expense</a>



**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

**Please note that all Expenses must be for Official Business**

**Green Designates Difference from Last Published Version**

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/EI/GTRI FD20000 FD21015 FD21021	R/EI/GTRI Function (FN) Worktag ends in '10' or '20'	FIN AID FD20100	GTF FD20200	GTRC FD20300	GTARC FD20300
<b>Parking Permits - Reserved Space for Current GT Students</b>	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense
<b>Parking Permits - Retiree</b>	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense	NO. This is a Personal Expense
<b>Parking Permits - Temporary</b> (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
<b>Parking Permits - Vendor/Contractor</b>	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
<b>Parties (Office) - Holiday, Year End, Personal Events</b> (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 ABFR Appr Req'd Pay via GTARC
<b>Plants, Shrubbery or Greenery for Lobby, Building Atrium or Office</b>	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
<b>Postage/Mailing Services</b>	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
<b>Printing &amp; Copying Services</b>	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

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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	
<b>Prizes, Awards, Recognition - Employees</b> (Cash, non-cash, certificates and plaques)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by Custodial Agreement  <a href="#">Empl Awards &amp; Prizes Policy</a> Applies  Non-Cash Only	NO	NO	NO	If allowed by GTF Fund  <a href="#">Empl Awards &amp; Prizes Policy</a> Applies  Cash pmt subject to tax withholding Pay via GT AP (non-cash) Pay via GT Payroll (cash)	If allowed by GTRC Fund  <a href="#">Empl Awards &amp; Prizes Policy</a> Applies  Cash pmt subject to tax withholding Pay via GT AP (non-cash) Pay via GT Payroll (cash)	If allowed by GTARC Fund  <a href="#">Empl Awards &amp; Prizes Policy</a> Applies  Cash pmt subject to tax withholding Pay via GT AP (non-cash) Pay via GT Payroll (cash)	
<b>Prizes, Awards, Recognition - Students</b> (Cash, non-cash, certificates and plaques)	NO	NO	NO	NO	NO	<a href="#">Student Prizes &amp; Awards Policy</a> Applies  May affect Fin Aid  Cash pmt taxable for student empl  Pay via GT AP (Non-Employee & Non-Cash)  Pay via GT Payroll (Employee)	<a href="#">Student Prizes &amp; Awards Policy</a> 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  <a href="#">Student Prizes &amp; Awards Policy</a> Applies  Non-Cash Only  Pay via GT AP	If allowed by Grant  <a href="#">Student Prizes &amp; Awards Policy</a> 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  <a href="#">Student Prizes &amp; Awards Policy</a> 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  <a href="#">Student Prizes &amp; Awards Policy</a> 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  <a href="#">Student Prizes &amp; Awards Policy</a> 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  <a href="#">Student Prizes &amp; Awards Policy</a> Applies  May affect Fin Aid  Cash pmt taxable for student empl  Pay via GT AP (Non-Employee & Non-Cash)  Pay via GT Payroll (Employee)	
<b>Professional Certification or Education Training Courses or Course Materials</b> (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	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
<b>Professional Licenses or License Renewal - Individual</b>	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	

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI	R/EI/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
<b>Professional Memberships/Dues - Individual</b>	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
<b>Professional Memberships/Dues - Institutional</b>	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 Pay via GT AP
<b>Promotional Items - Pens, Notepads, USB Drives, etc. with GT Logo</b> (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
<b>Public, Private Venture (PPV) Lease Payments</b>	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
<b>Recruiting Costs - Faculty</b>	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
<b>Recruiting Costs - Staff</b>	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

UPDATES IN PROCESS

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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
<b>Registrations Paid to Vendor</b>	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
<b>Reimbursable Expenses</b> (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
<b>Rental Expenses - Non-Real Estate</b> (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
<b>Rentals</b> (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
<b>Repairs and Maintenance</b>	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
<b>Retreats w/out Recreational Activities</b> (No bowling, golf, sporting events, etc.)	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply	NO	NO	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF fund <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply Pay via GT AP	If allowed by GTRC fund <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply Pay via GT AP	If allowed by GTARC fund <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply Pay via GT AP



GEORGIA INSTITUTE OF TECHNOLOGY

DRAFT - Allowable Cost Matrix - JULY 2023

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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
<b>Retreats with Recreational Activities</b> (i.e. bowling, golf, sporting events, etc.)	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	NO	<a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply Non-Rec Portion Only	NO	NO	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply - Fed Rates may be lower Non-Rec Portion Only	If allowed by Grant <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates Apply - Fed Rates may be lower Non-Rec Portion Only	NO	If allowed by GTF Fund <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply Pay Rec Portion or ALL via GTF Proof of Non-Rec Portion paid via GT AP required if invoice split	If allowed by GTRC Fund <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply Pay Rec Portion or ALL via GTF Proof of Non-Rec Portion paid via GT AP required if invoice split	If allowed by GTARC Fund <a href="#">Group Meals Policy</a> Applies Food/Group Meal Doc Form req'd Per Diem Rates DO NOT Apply Pay Rec Portion or ALL via GTF Proof of Non-Rec Portion paid via GT AP required if invoice split
<b>Royalties</b>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	If allowed by GTRC Fund Pay via GTRC	If allowed by GTARC Fund Pay via GTARC
<b>Salaries/Employee Compensation</b>	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 Payroll	If allowed by GTRC Fund Pay via GT Payroll	If allowed by GTARC Fund Pay via GT Payroll
<b>Scholarships</b>	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 Pay via GT AP	If allowed by GTRC Fund Pay via GT AP	NO
<b>Services</b> (Architect, Consultant, Attorney, Physician, Temp Svcs, 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
<b>Software</b>	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
<b>Sponsorships - Official GT Events</b>	NO	NO	YES	YES	NO	YES	YES	NO	YES	YES	YES	YES	If allowed by Grant	If allowed by Grant	NO	If allowed by GTF Fund Process via JE	If allowed by GTRC Fund Process via JE	NO
<b>Sponsorships - External to GT</b>	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 Approval Req'd Pay via GTARC
<b>Stipends</b>	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

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

**Please note that all Expenses must be for Official Business**

**Green Designates Difference from Last Published Version**

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 - 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, 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 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	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only for GTRC and OSP staff Pay via GTRC
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	

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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
Travel of Employees - Airfare - Business Class	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	NO	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	NO	If allowed by Grant <a href="#">Air Transportation Policy</a> Applies	If allowed by Grant <a href="#">Air Transportation Policy</a> Applies	NO	If allowed by GTF Fund <a href="#">Air Transportation Policy</a> Applies Pay via GT AP	NO	If allowed by GTARC Fund <a href="#">Air Transportation Policy</a> Applies Pay via GT AP
Travel of Employees - Airfare - CLEAR, TSA Pre-Check, Global Entry Membership	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>	NO This is a Personal Expense See <a href="#">Misc Travel Expenses Policy</a>
Travel of Employees - Airfare - First Class	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	NO	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	<a href="#">Air Transportation Policy</a> Applies	NO	If allowed by Grant <a href="#">Air Transportation Policy</a> Applies	If allowed by Grant <a href="#">Air Transportation Policy</a> Applies	NO	If allowed by GTF Fund <a href="#">Air Transportation Policy</a> Applies Pay via GT AP	NO	If allowed by GTARC Fund <a href="#">Air Transportation Policy</a> Applies Pay via GT AP
Travel of Employees - Airline Memberships (i.e. Delta Sky Club Lounge, America Airlines Admirals Club)	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>	NO See <a href="#">Misc Travel Expenses Policy</a>
Travel of Employees - Domestic Travel - Hotel / Motel	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 - Domestic Travel - Hotel Tax in Georgia	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	NO	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	<a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	NO	If allowed by Grant <a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	If allowed by Grant <a href="#">Hotel/Motel Tax Exemption Form</a> should be used to avoid certain excise taxes	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 - 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	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	NO	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	NO	If allowed by Grant <a href="#">Misc Travel Expenses Policy</a> Applies	If allowed by Grant <a href="#">Misc Travel Expenses Policy</a> Applies	NO	If allowed by GTF Fund <a href="#">Misc Travel Expenses Policy</a> Applies Pay via GT AP	If allowed by GTRC Fund <a href="#">Misc Travel Expenses Policy</a> Applies Pay via GT AP	NO
Travel of Employees - Personal Vehicle Maintenance or Repair	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>	NO See <a href="#">Ground Transp Policy</a>

UPDATES IN PROCESS

**GEORGIA INSTITUTE OF TECHNOLOGY**

**DRAFT - Allowable Cost Matrix - JULY 2023**

Please note that all Expenses must be for Official Business

Green Designates Difference from Last Published Version

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/EI/GTRI FD20000 FD21015 FD21021	R/EI/GTRI Function (FN) Worktag ends in '10' or '20'	FIN AID FD20100	GTF FD20200	GTRC FD20300	GTARC FD20300
<b>Travel of Employees - Reimbursable Expenses</b> (Baggage fees & handling, linen, laundry, copy services, etc.)  <i>Travel Policy 6.9 - <a href="http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses">http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses</a></i>	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	NO	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	<a href="#">Misc Travel Expenses Policy</a> Applies	NO	If allowed by Grant  <a href="#">Misc Travel Expenses Policy</a> Applies	If allowed by Grant  <a href="#">Misc Travel Expenses Policy</a> Applies	NO	If allowed by GTF Fund  <a href="#">Misc Travel Expenses Policy</a> Applies Pay via GT AP	If allowed by GTRC Fund  <a href="#">Misc Travel Expenses Policy</a> Applies Pay via GT AP	NO
<b>Tuition and Fee Payment - GT and Non-GT Students</b>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	NO. <i>This is a Personal Expense</i>	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
<b>Uniforms -Working Condition Fringe Benefit</b> (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
<b>Utilities - Natural Gas, Sewerage, Water</b>	YES	NO	YES	YES	NO	YES	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO
<b>Vehicles - Low Speed</b> (i.e. golf cart, utility vehicle)	YES	YES	YES	YES	YES	YES	YES	NO	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 GTRI AVP Appr Required Pay via GT AP
<b>Weapons - GT Police Department Only</b>	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
<b>Workshops</b> (Instructional programming)	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	NO	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	NO	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	<a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply	If allowed by Custodial Agreement	If allowed by Grant  <a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply - Fed Rates may be lower	If allowed by Grant  <a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd  Per Diem Rates Apply - Fed Rates may be lower	NO	If allowed by GTF Fund  <a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd Pay via GT AP	If allowed by GTRC Fund  <a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd Pay via GT AP	If allowed by GTARC Fund  <a href="#">Retreats &amp; Workshops Policy</a> Applies  Food/Group Meal Doc Form Req'd Pay via GT AP