GEORGIA INSTITUTE OF TECHNOLOGY
Allowable Cost Matrix

TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODES 10010, 11025 and 11041	GEN OPS IND COST RECOVERY FUND CODES 10015, 11021 and 11035	GEN OPS TECHNOLGY FEE FUND CODE 10016	GEN OPS TUITION FUND CODE 10500	GEN OPS OTHER GENERAL FUND CODES 10600 and 11045	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODES 13xxx	GT PROF ED FUND CODES 14000, 14217, 14220	DEPT SALES & SERVICES DSS FUND CODES 14xxx	UNEXP PLANT FUND CODE 50080	AUX SVCS RENEWAL & REPLCMNT FUND CODES 51xxx	AGENCY FUND CODES 6xxxx	SPONSORED FUND CODES Axxxx - Zxxxx	COST SHARE Program Code ends in '20'	FOUNDATION GTF Non-GTRI projects have '5' or '6' in 4th digit & 'GTF' in project descr	RSCH CORP GTRC Project ID has class code between 64050 and 64069
Advertising -Media/Classified/Promotional	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Alcoholic Beverages *Campus Alcohol Policy -* http://www.policylibrary.gatech.edu/campus-alcohol-policy *Alcohol Prior Approval Request Form -* http://forms.budgets.gatech.edu/view.php?id=12912	NO	NO	NO	NO	NO	NO	NO	YES Only if related to course, program or conference. Not for dinner or entertainment. Must complete "Alcohol Prior Appr Rqst Form".	YES Only if related to course, program or conference. Not for dinner or entertainment. Must complete "Alcohol Prior Appr Rqst Form".	NO	NO	YES Only for non-student events. Must complete "Alcohol Prior Appr Rqst Form" for on campus events.	NO	NO	Only if allowed by GTF Fund Pay via GTF	Only if allowed by GTRC Fund Pay via GTRC
Appliances for Employee or Visitor Use or for Office Breakroom (i.e. Stove, Oven, Microwave, Refrigerator, Coffee Maker, Toaster, Keurig, etc)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Appliances for Laboratory or Research Use	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Application Fees - College -employee applying to a college	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Cable TV (business related purpose)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Campus Service Centers (i.e. Parking, Cleanroom, Printing & Copying, Telecomm, etc.)	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Cards, Videos, Decorations and Flowers (related to official speakers and events and not entertainment)	YES Only for official Institute business and events	YES Only for official Institute business and events	NO	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	NO	NO	YES	Only if allowed by Grant/Prgrm Only for official Institute business and events	Only if allowed by Grant/Prgrm Only for official Institute business and events	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

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Citations, Fines & Penalties (Employee, Visitors, Students, Etc)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by GTRC Fund Pay via GTRC
Clothing w/GT Logo used in Official Institute Capacity (Collared, Button Down or Golf Shirt, Sweater, Vest, Outerwear, etc) *Licensing and Tradmarks -* http://www.licensing.gatech.edu/	YES Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	YES Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	NO	YES Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	YES Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	YES Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	YES Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	YES Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	NO	NO	NO	YES Must follow GT licensing & trademark policies	Only if allowed by Grant/Prgrm Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	Only if allowed by Grant/Prgrm Only if employee required by mgmt to wear clothing $75 limit Must follow GT licensing & trademark policies	Only if allowed by GTF Fund $75 limit Pay via GT AP Must follow GT licensing & trademark policies	Only if allowed by GTRC Fund $75 limit Pay via GT AP Must follow licensing & trademark policies
College Work Study	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	NO	NO
Commencement Regalia	YES Only if faculty member required to wear for commencement	YES Only if faculty member required to wear for commencement	NO	YES Only if faculty member required to wear for commencement	YES Only if faculty member required to wear for commencement	YES Only if faculty member required to wear for commencement	YES Only if faculty member required to wear for commencement	YES Only if faculty member required to wear for commencement	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Computer Charges (Internal, Maintenance, Internet)	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Computers	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Conference Registrations	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Contracts	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Credit Card Fees	YES	NO	NO	YES	NO	YES	YES	YES	YES	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

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Decorations - i.e. Flowers, Ballons, Table Cloths, Glassware, Table Rental Chair Rental, etc.	YES Only for official Institute business and events	YES Only for official Institute business and events	NO	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	YES Only for official Institute business and events	NO	NO	YES	Only if allowed by Grant/Prgrm Only for official Institute business and events	Only if allowed by Grant/Prgrm Only for official Institute business and events	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Donations to Charitable Organizations	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	Only from GTF Memorial "Flower Fund" Pay via GTF	NO
Employee Relocation (moving companies, temporary housing, housing allowance, etc.) https://policylibrary.gatech.edu/employment/relocation-policy-new-faculty-staff-and-researchers	YES Pay via GT Payroll	YES Pay via GT Payroll	NO	YES Pay via GT Payroll	YES Pay via GT Payroll	YES Pay via GT Payroll	NO	YES Pay via GT Payroll	NO	NO	NO	NO	Only if allowed by Grant/Prgrm Pay via GT Payroll	Only if allowed by Grant/Prgrm Pay via GT Payroll	Only if allowed by GTF Fund Pay via GT Payroll	Only if allowed by GTRC Fund Pay via GT Payroll
Employee Tuition Reimbursement	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only for STRAP Program Pay via GT Payroll	Only for GTRC Program and Only for Employees with Research Titles Capped at $5,250 yearly Pay via GT Payroll
Entertainment (DJ, Band, Music Group, Speaker, etc.)	NO	NO	NO	NO	NO	NO	YES	YES	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GTF	Only if allowed by GTRC Fund Pay via GTRC
Equipment > $4,999	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Equipment btw $3,000 - $4,999	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Fan or Heater Authorized by Building Mgmt to regulate Office Temperature	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	NO	NO	NO	NO
Fan or Heater for Individual Employees	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	NO	NO

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Fellowships	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by Grant/Prgrm Use 998 fellowship prj	Only if allowed by Grant/Prgrm Use 998 fellowship prj	Only if allowed by GTF Fund Use 998 fellowship prj Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Food/Beverage - Off the Shelf *Food/Group Meal Policy - http://www.policylibrary.gatech.edu/procurement-group-meals-employees-students-and-official-visitors*	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	NO	YES	Only if allowed by Grant/Prgrm Must be allowable per Food/Group Meal Policy Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgrm Must be allowable per Food/Group Meal Policy Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Food/Meals - Business Entertainment Meals or Extraordinary Development (retreats, stewardship, donor cultivation, receptions for professional milestone or achievement, faculty recruitment entertainment)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GTF	Only if allowed by GTRC Fund Pay via GTRC
Food/Meals - Classroom/Academic Programs - Students (includes students and employees required to participate)	YES Only for credit courses & Institute research activities Meal per diem rates apply	NO	NO	YES Only for credit courses & Institute research activities Meal per diem rates apply	YES Only for credit courses & Institute research activities Meal per diem rates apply	NO	YES	YES Only for credit courses & Institute research activities Meal per diem rates apply	YES Only for credit courses & Institute research activities Meal per diem rates apply	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

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Food/Meals - Conferences & Workshops (participants - predominantly non-USG) *Food/Group Meal Policy -* http://www.policylibrary.gatech.edu/procurement-group-meals-employees-students-and-official-visitors	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Must be allowable per Food/Group Meal Policy Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	NO	YES	Only if allowed by Grant/Prgrm Must be allowable per Food/Group Meal Policy Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgrm Must be allowable per Food/Group Meal Policy Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Food/Meals - Contract/Performer Hospitality (contracted performer or group, Ferst Center, Student Event)	NO	NO	NO	NO	NO	NO	Only if contract specifies food/catering Meal per diem rates apply Food/Group Meal Doc Form req'd	Only if contract specifies food/catering Meal per diem rates apply Food/Group Meal Doc Form req'd	Only if contract specifies food/catering Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	NO	YES	Only if allowed by Grant/Prgrm Must be allowable per Food/Group Meal Policy Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgrm Must be allowable per Food/Group Meal Policy Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Food/Meals - Educational or Business Meetings (participants - predominantly non-USG) *Food/Group Meal Policy -* http://www.policylibrary.gatech.edu/procurement-group-meals-employees-students-and-official-visitors	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	NO	YES	Only if allowed by Grant/Prgrm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgrm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Food/Meals - Employee Group Meetings (training workshops, staff/faculty meetings, includes employees and non-employees whose participation is required) *Food/Group Meal Policy -* http://www.policylibrary.gatech.edu/procurement-group-meals-employees-students-and-official-visitors	Only if Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply & Food/Group Meal Doc Form Req'd	Only if Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply & Food/Group Meal Doc Form Req'd	NO	Only if Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply & Food/Group Meal Doc Form Req'd	Only if Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply & Food/Group Meal Doc Form Req'd	Only if Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply & Food/Group Meal Doc Form Req'd	Only if Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply & Food/Group Meal Doc Form Req'd	Only if Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply & Food/Group Meal Doc Form Req'd	Only if Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply & Food/Group Meal Doc Form Req'd	NO	NO	YES	Only if allowed by Grant/Prgrm, Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgrm, Mtg is 4+ hrs and meal not at beg or end of meeting Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

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Food/Meals - Employee Meals while on Official Travel Status *Travel Meals and Incidentals Policy -* http://www.policylibrary.gatech.edu/business-finance/meals-and-incidental-travel-expenses	YES Must comply with Institute travel policies Meal per diem rates apply	YES Must comply with Institute travel policies Meal per diem rates apply	NO	YES Must comply with Institute travel policies Meal per diem rates apply	YES Must comply with Institute travel policies Meal per diem rates apply	YES Must comply with Institute travel policies Meal per diem rates apply	YES Must comply with Institute travel policies Meal per diem rates apply	YES Must comply with Institute travel policies Meal per diem rates apply	YES Must comply with Institute travel policies Meal per diem rates apply	NO	NO	NO Travel is only allowed on agency funds for approved student related trips	Only if allowed by Grant/Prgm Must comply with Institute travel policies Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgm Must comply with Institute travel policies Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Must comply with Institute travel policies Pay via GT AP	Only if allowed by GTRC Fund Must comply with Institute travel policies Pay via GT AP
Food/Meals - Foundation/GTRC Funded Food, Snacks, Beverage Services and Associated Paper Products	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Food/Meals - Student Recruiting Events (includes students, potential students, parents, guardians, volunteers, employees whose participation is required)	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	NO	NO	YES	Only if allowed by Grant/Prgm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Food/Meals - Students, Volunteers, Visitors and Participants *Food/Group Meal Policy -* http://www.policylibrary.gatech.edu/procurement-group-meals-employees-students-and-official-visitors	NO	NO	NO	NO	NO	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	NO	NO	YES	Only if allowed by Grant/Prgm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Food/Meals - Volunteer Events (Advisory board, mentor programs, students, volunteers, employees required to particiapte) *Food/Group Meal Policy -* http://www.policylibrary.gatech.edu/procurement-group-meals-employees-students-and-official-visitors	NO	NO	NO	Only for Exec Prog use Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	YES Meal per diem rates apply Food/Group Meal Doc Form req'd	NO	NO	YES	Only if allowed by Grant/Prgm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

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Freight	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund / Pay via GT AP	Only if allowed by GTRC Fund / Pay via GT AP
Fringe Benefits	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund / Pay via GT Payroll	Only if allowed by GTRC Fund / Pay via GT Payroll
Gasoline (Institute Vehicle Only)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	NO	Only if allowed by GTRC Fund / Pay via GT AP
Gasoline (Personal Vehicle) *Miscellaneous Travel Expenses Policy (6.9)* - http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	NO	NO
Gift Cards - Employees (Full Time, Part Time, Students, Temps, Regular, etc.) - (including Groupons) *Gift Card Policy* - http://www.policylibrary.gatech.edu/business-finance/gift-card-policy	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by GTRC Fund / Related to research or survey participation / Pay via GTRC
Gift Cards - Research or Survey Participants (employee, non-employee or student) *Gift Card Policy* - http://www.policylibrary.gatech.edu/business-finance/gift-card-policy	NO	NO	NO	NO	NO	NO	NO	YES / Exec Education Survey participants only	NO	NO	NO	YES	Only if allowed by Grant/Prgrm / Pay via GT AP	NO	Only if allowed by GTF Fund / Pay via GT AP	Only if allowed by GTRC Fund / Pay via GT AP
Gift Cards - Students *Gift Card Policy* - http://www.policylibrary.gatech.edu/business-finance/gift-card-policy	NO	NO	NO	NO	NO	NO	YES / Must be related to student activity or student survey participation / $75 limit	NO	NO	NO	NO	YES / Must be related to student activity or student survey participation / $75 limit / Pay via GT in compliance with Institute policies and procedures	NO	NO	Only if allowed by GTF Fund / $75 limit / Pay via GT in compliance with Institute policies and procedures	Only if allowed by GTF Fund / Related to student activity or rsch survey participation / $75 limit / Pay via GTRC

GEORGIA INSTITUTE OF TECHNOLOGY
Allowable Cost Matrix

TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODES 10010, 11025 and 11041	GEN OPS IND COST RECOVERY FUND CODES 10015, 11021 and 11035	GEN OPS TECHNOLGY FEE FUND CODE 10016	GEN OPS TUITION FUND CODE 10500	GEN OPS OTHER GENERAL FUND CODES 10600 and 11045	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODES 13xxx	GT PROF ED FUND CODES 14000, 14217, 14220	DEPT SALES & SERVICES DSS FUND CODES 14xxx	UNEXP PLANT FUND CODE 50080	AUX SVCS RENEWAL & REPLCMNT FUND CODES 51xxx	AGENCY FUND CODES 6xxxx	SPONSORED FUND CODES Axxxx - Zxxxx	COST SHARE Program Code ends in '20'	FOUNDATION GTF Non-GTRI projects have '5' or '6' in 4th digit & 'GTF' in project descr	RSCH CORP GTRC Project ID has class code between 64050 and 64069
Gifts to Faculty, Staff and Students - Length of Service Recognition -Non-Cash *Purchase of Gifts for Employees/Students - https://policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents*	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Given as part of memorable prog, at least 10 yrs service & not rec'd similar gift for 5 yrs Non-taxable Pay via GTF	Only if allowed by GTRC Fund Given as part of memorable prog, at least 10 yrs service & not rec'd similar gift for 5 yrs Non-taxable Pay via GTRC
Gifts to Faculty, Staff and Students - Retirement or Separation *Purchase of Gifts for Employees/Students - https://policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents*	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Given as part of cermony, aligns with length of service & generally should not exceed $400. Approval from Provost, EVPR or EVPAF needed for exceptions. No technology gifts allowed Pay via GTF	Only if allowed by GTRC Fund Given as part of cermony, aligns with length of service & generally should not exceed $400. Approval from Provost, EVPR or EVPAF needed for exceptions. No technology gifts allowed Pay via GTRC
Gifts to Faculty, Staff and Students - Sympathy (Non-Cash) (Serious illness or death of an employee/student or immediate family member) *Purchase of Gifts for Employees/Students - https://policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents*	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Flowers, Fruit Baskets, Meals, etc under $100 Pay via GTF	Only if allowed by GTRC Fund Flowers, Fruit Baskets, Meals, etc under $100 Pay via GTRC
Gifts to Faculty, Staff and Students - Employee Recognition Awards -Cash and Non-Cash *Purchase of Gifts for Employees/Students - https://policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents*	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only for non-cash awards	NO	NO	Only if allowed by GTF Fund Approved program based on criteria. Cash awds are taxable & paid via GT Payroll Non-Cash awds can be paid via GT AP	Only if allowed by GTRC Fund Approved program based on criteria. Cash awds are taxable & paid via GT Payroll Non-Cash awds can be paid via GT AP

GEORGIA INSTITUTE OF TECHNOLOGY
Allowable Cost Matrix

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Gifts to Faculty, Staff and Students - Personal Events (Wedding, graduation, birthday, baby shower, etc) *Purchase of Gifts for Employees/Students - https://policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents*	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds	NO Must use personal funds
Gifts to Faculty, Staff and Students - Raffles, Door Prizes and Games of Chance -Cash or Non-Cash *Purchase of Gifts for Employees/Students - https://policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents*	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Approved in advance by EVPAF, dept must maintain record of receipts and expenses and name of winners Limited to $100 Pay via GTF	Only if allowed by GTRC Fund Approved in advance by EVPAF, dept must maintain record of receipts and expenses and name of winners Limited to $100 Pay via GTRC
Gifts to Faculty, Staff and Students - Recognition of Team Performance (T-shirts, scarves, GT spirit memorabilia, etc - should be de minimis, not occur regularly) *Purchase of Gifts for Employees/Students - https://policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents*	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Should not exceed $50 Pay via GT AP	Only if allowed by GTRC Fund Should not exceed $50 Pay via GT AP
Gifts to Faculty, Staff and Students - Sympathy (Contribution to Charitable Org) (Serious illness or death of faculty, staff, student or their immediate family member) *Purchase of Gifts for Employees/Students - https://policylibrary.gatech.edu/employment/purchase-gifts-employeesstudents*	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	GTF Memorial "Flower Fund" In lieu of personal property, consistent with traditional commemoration, and under $100 Pay via GTF	Only if allowed by GTRC Fund In lieu of personal property, consistent with traditional commemoration, and under $100 Pay via GTRC
Groupons	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Headphones (Bose, Beats, Noise Canceling, etc.)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	NO	NO
Headset (for hands free telephone use and conference calls)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

GEORGIA INSTITUTE OF TECHNOLOGY
Allowable Cost Matrix

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Heater or Fan for Individual Employees	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	NO	NO
Holiday Cards, Videos and Decorations (related to entertainment and parties)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by GTF Fund Pay via GTF	Only if allowed by GTRC Fund Pay via GTRC
Honorariums	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund	Only if allowed by GTRC Fund
Legal Settlements	YES Must be approved by legal affairs	YES Must be approved by legal affairs	NO	YES Must be approved by legal affairs	YES Must be approved by legal affairs	YES Must be approved by legal affairs	YES Must be approved by legal affairs	YES Must be approved by legal affairs	NO	NO	NO	NO	NO	NO	Only if allowed by GTF Fund Must be approved by legal affairs Pay via GT AP	Only if allowed by GTRC Fund Must be approved by legal affairs Pay via GT AP
Maintenance of Equipment/Software	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Marketing	YES	NO	NO	YES	NO	YES	YES	YES	NO	NO	NO	YES	NO	NO	NO	NO
Mileage Reimbursement for "On Campus" Use of Personal Vehicle *Ground Transportation (Mileage, Parking, Taxi and Rail - https://policylibrary.gatech.edu/business-finance/ground-transportation-mileage-parking-taxi-and-rail*	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Miscellaneous Other Operating Expenses	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
New Employee Orientation	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	NO	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	NO	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	NO	NO	NO	NO	NO	Only if allowed by GTF Fund Pay via GT AP	NO
Parking - Reimbursement for Local Parking (i.e. local meeting, conference, etc.)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Parking Permits - Campus Fleet Vehicle	YES	YES	NO	YES	YES	YES	YES	YES	NO	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

GEORGIA INSTITUTE OF TECHNOLOGY
Allowable Cost Matrix

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Parking Permits - Guest Vouchers for Visitor Lots	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Parking Permits - Official Business Permit	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Parking Permits - Reserved Space for Campus Visitors	YES	YES	NO	YES	YES	YES	YES	YES	NO	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Parking Permits - Reserved Space for Current Employees (Faculty, Reg or Temp Staff, Student)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Parking Permits - Reserved Space for Current GT Students	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Parking Permits - Temporary (Can be used by depts in satellite locations to park on main campus for official business)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund
Parking Permits - Vendor/Contractor	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund
Parties (Office) - Holiday, Year End, Personal Events (including flowers, set up or any other expenses related to the party)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by GTF Fund Pay via GTF	Only if allowed by GTRC Fund Pay via GTRC
Plants, Shrubbery or Greenery for Lobby, Building Atrium or Office	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GT AP	NO
Postage/Mailing Services	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Printing & Copying Services	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

GEORGIA INSTITUTE OF TECHNOLOGY
Allowable Cost Matrix

TYPE OF EXPENSE	GEN OPS / STATE APPROP / FUND CODES 10010, 11025 and 11041	GEN OPS / IND COST RECOVERY / FUND CODES 10015, 11021 and 11035	GEN OPS / TECHNOLGY FEE / FUND CODE 10016	GEN OPS / TUITION / FUND CODE 10500	GEN OPS / OTHER GENERAL / FUND CODES 10600 and 11045	AUX SVCS / OPERATING / FUND CODES 12xxx	STUDENT ACTIVITIES / FUND CODES 13xxx	GT PROF ED / FUND CODES 14000, 14217, 14220	DEPT SALES & SERVICES / DSS / FUND CODES 14xxx	UNEXP PLANT / FUND CODE 50080	AUX SVCS / RENEWAL & REPLCMNT / FUND CODES 51xxx	AGENCY / FUND CODES 6xxxx	SPONSORED / FUND CODES Axxxx - Zxxxx	COST SHARE / Program Code ends in '20'	FOUNDATION / GTF / Non-GTRI projects have '5' or '6' in 4th digit & 'GTF' in project descr	RSCH CORP / GTRC / Project ID has class code between 64050 and 64069
Prizes, Awards, Recognition - Students (cash, non-cash, certificates and plaques) Student Prizes and Awards - https://policylibrary.gatech.edu/business-finance/student-prizes-and-awards	NO	NO	NO	NO	NO	YES	YES	NO	NO	NO	NO	Only for non-cash awards	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund / Cash received is not subject to tax withholding unless related to status as a student employee. / Pay via GT AP or	Only if allowed by GTRC Fund / Cash received is not subject to tax withholding unless related to status as a student employee. / Pay via GT AP or
Prizes, Awards, Recognition - Employees (cash, non-cash, certificates and plaques) http://www.policylibrary.gatech.edu/employee-awards-and-prizes	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only for non-cash awards	NO	NO	Only if allowed by GTF Fund / Cash received is subject to tax withholding / Pay via GT AP or GT Payroll	Only if allowed by GTRC Fund / Cash received is subject to tax withholding / Pay via GT AP or GT Payroll
Professional Certification or Education Training Courses or Course Materials (includes classroom courses, online courses and preparation workbooks for GMAT, GRE, CPA, CRA or other education/certification)	NO / Outside scope of ordinary training and employee is primary beneficiary	NO / Outside scope of ordinary training and employee is primary beneficiary	NO	NO / Outside scope of ordinary training and employee is primary beneficiary	NO / Outside scope of ordinary training and employee is primary beneficiary	NO / Outside scope of ordinary training and employee is primary beneficiary	NO / Outside scope of ordinary training and employee is primary beneficiary	NO / Outside scope of ordinary training and employee is primary beneficiary	NO / Outside scope of ordinary training and employee is primary beneficiary	NO	NO	YES	NO / Outside scope of ordinary training and employee is primary beneficiary	NO / Outside scope of ordinary training and employee is primary beneficiary	Only if allowed by GTF Fund / Must be related to job function and approved by either President, Provost, EVPAF or EVPR / Pay via GT	Only for GTRC and OSP staff members / Pay via GTRC
Professional License or License Renewal	NO / Employee is primary beneficiary	NO / Employee is primary beneficiary	NO	NO / Employee is primary beneficiary	NO / Employee is primary beneficiary	NO / Employee is primary beneficiary	NO / Employee is primary beneficiary	NO / Employee is primary beneficiary	NO / Employee is primary beneficiary	NO	NO	YES	NO / Employee is primary beneficiary	NO / Employee is primary beneficiary	Only if allowed by GTF Fund / Must be related to job function and approved by either President, Provost, EVPAF or EVPR / Pay via GT	Only for GTRC and OSP staff members / Pay via GTRC
Professional Memberships/Dues - Individual	YES / Only if required by job, related to job function and membership provides info and services useful to GT	YES / Only if required by job, related to job function and membership provides info and services useful to GT	NO	YES / Only if required by job, related to job function and membership provides info and services useful to GT	YES / Only if required by job, related to job function and membership provides info and services useful to GT	YES / Only if required by job, related to job function and membership provides info and services useful to GT	YES / Only if required by job, related to job function and membership provides info and services useful to GT	YES / Only if required by job, related to job function and membership provides info and services useful to GT	YES / Only if required by job, related to job function and membership provides info and services useful to GT	NO	NO	YES	NO	NO	Only if allowed by GTF Fund / Must be related to job function and approved by either President, Provost, EVPAF or EVPR / Pay via GT	Only for GTRC and OSP staff members / Pay via GTRC

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Professional Memberships/Dues - Institutional	YES Must be related to job function and membership must provide info and services useful to GT	YES Must be related to job function and membership must provide info and services useful to GT	NO	YES Must be related to job function and membership must provide info and services useful to GT	YES Must be related to job function and membership must provide info and services useful to GT	YES Must be related to job function and membership must provide info and services useful to GT	YES Must be related to job function and membership must provide info and services useful to GT	YES Must be related to job function and membership must provide info and services useful to GT	YES Must be related to job function and membership must provide info and services useful to GT	NO	NO	YES	Only if allowed by Grant/Prgrm. Must be related to job function and membership must provide info and services useful to GT	Only if allowed by Grant/Prgrm. Must be related to job function and membership must provide info and services useful to GT	Only if allowed by GTF Fund. Must be related to job function and membership must approved by either President, Provost, EVPAF or EVPR. Pay via GT	Only for GTRC and OSP staff. Pay via GTRC
Promotional Items - Pens, Notepads, USB Drives, etc. with GT Logo (must be related to an academic program or Institute initiative/promotion)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund. Pay via GT AP	Only if allowed by GTRC Fund. Pay via GT AP
Public, Private Venture (PPV) Lease Payments	YES	Only for Research Buildings	NO	Only for Academic Buildings	NO	Only for Auxiliary Buildings	Only for Student Buildings	NO	NO	NO	NO	NO	NO	NO	NO	NO
Recruiting Costs - Faculty	YES	YES	NO	YES	YES	YES	NO	YES	NO	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund. Entertainment and items outside State or GT guidelines. Pay via GTF	Only if allowed by GTRC Fund. Entertainment and items outside State or GT guidelines. Pay via GTRC
Recruiting Costs - Staff	YES	YES	NO	YES	YES	YES	NO	YES	NO	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund. Entertainment and items outside State or GT guidelines. Pay via GTF	Only if allowed by GTRC Fund. Entertainment and items outside State or GT guidelines. Pay via GTRC
Registrations Paid to Vendor	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund. Pay via GT AP	Only if allowed by GTRC Fund. Pay via GT AP
Reimbursable Expenses (Consultant or Non Employee)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund. Pay via GT AP	Only if allowed by GTRC Fund. Pay via GT AP
Rental Expenses (Hotel/Meeting Rooms)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund. Pay via GT AP	Only if allowed by GTRC Fund. Pay via GT AP
Rentals (Office Equipment, Copiers, Computer Equipment, Supplies)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund. Pay via GT AP	Only if allowed by GTRC Fund. Pay via GT AP

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TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODES 10010, 11025 and 11041	GEN OPS IND COST RECOVERY FUND CODES 10015, 11021 and 11035	GEN OPS TECHNOLGY FEE FUND CODE 10016	GEN OPS TUITION FUND CODE 10500	GEN OPS OTHER GENERAL FUND CODES 10600 and 11045	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODES 13xxx	GT PROF ED FUND CODES 14000, 14217, 14220	DEPT SALES & SERVICES DSS FUND CODES 14xxx	UNEXP PLANT FUND CODE 50080	AUX SVCS RENEWAL & REPLCMNT FUND CODES 51xxx	AGENCY FUND CODES 6xxxx	SPONSORED FUND CODES Axxxx - Zxxxx	COST SHARE Program Code ends in '20'	FOUNDATION GTF Non-GTRI projects have '5' or '6' in 4th digit & 'GTF' in project descr	RSCH CORP GTRC Project ID has class code between 64050 and 64069
Repairs and Maintenance	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Retreats (with recreational activities such as bowling, golf, sporting events, etc)	YES Non-recreational portion only Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Non-recreational portion only Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	YES Non-recreational portion only Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Non-recreational portion only Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Non-recreational portion only Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	YES Non-recreational portion only Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	NO	NO	YES	Only if allowed by Grant/Prgrm Non-recreational portion only Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgrm Non-recreational portion only Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay recreational portion via GTF Can pay non-recreational portion via GT AP	Only if allowed by GTRC Fund Pay recreational portion via GTRC Can pay non-recreational portion via GT AP
Retreats (without recreational activities)	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	NO	NO	YES	Only if allowed by Grant/Prgrm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgrm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Safety Products - Water, Other Hydration Products or Products required by the Occupational Safety and Health Administration (OSHA) (includes students, volunteers and employees at risk due to environmental workplace conditions)	YES Should be paid from department of assigned employee	YES Should be paid from department of assigned employee	NO	YES Should be paid from department of assigned employee	YES Should be paid from department of assigned employee	YES Should be paid from department of assigned employee	YES Should be paid from department of assigned employee	YES Should be paid from department of assigned employee	YES Should be paid from department of assigned employee	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Salaries/Employee Compensation	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT Payroll	Only if allowed by GTRC Fund Pay via GT Payroll
Scholarships	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only for schl projects used by Off Schl & Fin Aid (Hope, Zell Miller,	Only if allowed by Grant/Prgrm, use 997 scholarship project	Only if allowed by Grant/Prgrm, use 997 scholarship project	Only if allowed by GTF Fund, use 997 scholarship project	NO
Services (Architect, Consultant, Attorney, Physician, Temp Svcs, etc.)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Software	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP

TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODES 10010, 11025 and 11041	GEN OPS IND COST RECOVERY FUND CODES 10015, 11021 and 11035	GEN OPS TECHNOLGY FEE FUND CODE 10016	GEN OPS TUITION FUND CODE 10500	GEN OPS OTHER GENERAL FUND CODES 10600 and 11045	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODES 13xxx	GT PROF ED FUND CODES 14000, 14217, 14220	DEPT SALES & SERVICES DSS FUND CODES 14xxx	UNEXP PLANT FUND CODE 50080	AUX SVCS RENEWAL & REPLCMNT FUND CODES 51xxx	AGENCY FUND CODES 6xxxx	SPONSORED FUND CODES Axxxx - Zxxxx	COST SHARE Program Code ends in '20'	FOUNDATION GTF Non-GTRI projects have '5' or '6' in 4th digit & 'GTF' in project descr	RSCH CORP GTRC Project ID has class code between 64050 and 64069
Stipends -GT Students (Summer Program Only)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	NO
Stipends -Fellowship	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by Grant/Prgrm Use 998 fellowship	Only if allowed by Grant/Prgrm Use 998 fellowship	Only if allowed by GTF Fund Use 998 fellowship	Only if allowed by GTRC Fund Pay via GT AP
Subscriptions and Dues	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Supplies and Materials	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Taxes - Sales Tax	YES If tax is not exempted	YES If tax is not exempted	YES If tax is not exempted	YES If tax is not exempted	YES If tax is not exempted	YES If tax is not exempted	YES If tax is not exempted	YES If tax is not exempted	YES If tax is not exempted	NO	NO	YES	Only if allowed by Grant/Prgrm and if tax is not exempted	Only if allowed by Grant/Prgrm and if tax is not exempted	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Taxes - VAT, Excise or International	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Technology Purchases < $3,000	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Telecomm (Basic Monthly, Cellular, Internet, Data, Long Distance, Network Surcharge, New Installations, Other)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Training -Courses/Course Materials for Initially Obtaining Professional Cert or Education (includes classroom courses, online courses, preparation workbooks for GMAT, GRE, CPA, CRA or other education/certifications)	NO Outside scope of ordinary training and employee is primary beneficiary	NO Outside scope of ordinary training and employee is primary beneficiary	NO	NO Outside scope of ordinary training and employee is primary beneficiary	NO Outside scope of ordinary training and employee is primary beneficiary	NO Outside scope of ordinary training and employee is primary beneficiary	NO Outside scope of ordinary training and employee is primary beneficiary	NO Outside scope of ordinary training and employee is primary beneficiary	NO Outside scope of ordinary training and employee is primary beneficiary	NO	NO	NO	NO Outside scope of ordinary training and employee is primary beneficiary	NO Outside scope of ordinary training and employee is primary beneficiary	NO	Only for GTRC and OSP staff. Pay via GTRC
Training -Job Related	Only if related to job function, trng consistent with job duties and Institute is primary beneficary	Only if related to job function, trng consistent with job duties and Institute is primary beneficary	NO	Only if related to job function, trng consistent with job duties and Institute is primary beneficary	Only if related to job function, trng consistent with job duties and Institute is primary beneficary	Only if related to job function, trng consistent with job duties and Institute is primary beneficary	Only if related to job function, trng consistent with job duties and Institute is primary beneficary	Only if related to job function, trng consistent with job duties and Institute is primary beneficary	Only if related to job function, trng consistent with job duties and Institute is primary beneficary	NO	NO	NO	Only if allowed by Grant/Prgrm Related to job function, consistent with job duties and Institute is primary beneficary	Only if allowed by Grant/Prgrm Related to job function, consistent with job duties and Institute is primary beneficary	Only if allowed by GTF Fund Related to job function, consistent with job duties and Institute is primary beneficary Pay via GT AP	Only for GTRC and OSP staff. Pay via GTRC

GEORGIA INSTITUTE OF TECHNOLOGY
Allowable Cost Matrix

TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODES 10010, 11025 and 11041	GEN OPS IND COST RECOVERY FUND CODES 10015, 11021 and 11035	GEN OPS TECHNOLGY FEE FUND CODE 10016	GEN OPS TUITION FUND CODE 10500	GEN OPS OTHER GENERAL FUND CODES 10600 and 11045	AUX SVCS OPERATING FUND CODES 12xxx	STUDENT ACTIVITIES FUND CODES 13xxx	GT PROF ED FUND CODES 14000, 14217, 14220	DEPT SALES & SERVICES DSS FUND CODES 14xxx	UNEXP PLANT FUND CODE 50080	AUX SVCS RENEWAL & REPLCMNT FUND CODES 51xxx	AGENCY FUND CODES 6xxxx	SPONSORED FUND CODES Axxxx - Zxxxx	COST SHARE Program Code ends in '20'	FOUNDATION GTF Non-GTRI projects have '5' or '6' in 4th digit & 'GTF' in project descr	RSCH CORP GTRC Project ID has class code between 64050 and 64069
Travel of Emmployees - Reimbursable Expenses (bagggage fees & handling, linen, laundry, copy services, etc) *-Travel Policy 6.9 -* http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	NO Travel is only allowed on agency funds for approved student related trips	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Travel of Employees - Airfare - Business Class *-Travel Policy 6.6 -* http://www.policylibrary.gatech.edu/business-finance/air-transportation	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	NO	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	NO	NO	NO	NO	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	Only if allowed by GTF Fund Pay via GT AP	NO
Travel of Employees - Airfare - First Class *-Travel Policy 6.6 -* *http://www.policylibrary.gatech.edu/business-finance/air-transportation*	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	NO	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	YES Must meet exception guidelines listed in Air Transporation policy	NO	NO	NO	NO	YES Must meet exception guidelines listed in Air Transporation policy	Only if allowed by Grant/Prgrm Must follow restrictiohs in Air Transporation policy	Only if allowed by GTF Fund Pay via GT AP	NO
Travel of Employees - Airline Memberships -Travel Policy 6.9 - http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by GTF Fund Pay via GTF	Only if allowed by GTRC Fund Pay via GTRC
Travel of Employees - Domestic Travel *- Travel Policy 6.1 -* http://www.policylibrary.gatech.edu/business-finance/general-information-and-definitions	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	NO Travel is only allowed on agency funds for approved student related trips	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Travel of Employees - International Travel *-Travel Policy 6.17 -* http://www.policylibrary.gatech.edu/business-finance/foreign-travel	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	NO Travel is only allowed on agency funds for approved student related trips	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Travel of Employees - Local (GA) Hotel/Motel Excise Tax *- Tax Exemption Form -* procurement.gatech.edu/payables/forms	YES Please use Hotel/Motel exemption form for in state travel to avoid taxes where possible	YES Please use Hotel/Motel exemption form for in state travel to avoid taxes where possible	NO	YES Please use Hotel/Motel exemption form for in state travel to avoid taxes where possible	YES Please use Hotel/Motel exemption form for in state travel to avoid taxes where possible	YES Please use Hotel/Motel exemption form for in state travel to avoid taxes where possible	YES Please use Hotel/Motel exemption form for in state travel to avoid taxes where possible	YES Please use Hotel/Motel exemption form for in state travel to avoid taxes where possible	YES Please use Hotel/Motel exemption form for in state travel to avoid taxes where possible	NO	NO	NO	Only if allowed by Grant/Prgrm Please use Hotel/Motel exemption form for in state to avoid taxes where possible	Only if allowed by Grant/Prgrm Please use Hotel/Motel exemption form for in state to avoid taxes where possible	NO	NO

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Travel of Employees - Passports or Visas Required by GT for Official Business Only - *Travel Policy 6.9* - http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	NO Travel is only allowed on agency funds for approved student related trips	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Travel of Employees - Personal Vehicle Maintenance or Repair -*Travel Policy 6.7* - http://www.policylibrary.gatech.edu/business-finance/ground-transportation-mileage-parking-taxi-and-rail	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Travel of Employees - TSA Pre-Check or Clear Membership -*Travel Policy 6.9* - http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Tuition and Fee Payment for Students (GT Students or Non-GT Students)	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by GTRC Fund Pay via GTRC
Tuition Remission	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by Grant/Prgrm	Only if allowed by Grant/Prgrm	Only if allowed by GTF Fund Pay via GT	Only if allowed by GTRC Fund Pay via GT
Uniforms Management must require employee to wear uniform - (i.e. police, housing, facilities, etc.)	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	YES	NO	NO	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Utilities - Natural Gas	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO
Utilities - Sewerage	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	YES	NO	NO	NO	NO	NO
Utilities - Water	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	YES	NO	NO	NO	NO	NO
Weapons (GT Police Department Only)	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Workshops (instructional programming)	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	YES Meal per diem rates apply & Food/Group Meal Doc Form req'd	NO	NO	NO	NO	NO	YES	Only if allowed by Grant/Prgrm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by Grant/Prgrm Meal per diem rates apply - Fed rates may be lower & Food/Group Meal Doc Form req'd	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP