

Grant Spending Overview

- Charges should “follow the science”
 - What project will this be used for? Refer to abstracts/compliance approvals (IRB, IACUC)
 - Who is ordering it, and what project do they work on?
 - Must be shipped to project location (FAU)
 - Must be necessary to accomplish the objectives of the project
- Travel or conference fees are ok to charge if:
 - Presenting results of research on that project
 - The purpose of attending the conference directly benefits that project
 - Must include detailed receipts and documentation to support charging it to that grant
 - 3rd party sites are restricted on most grants (ie Expedia, Priceline)
 - FAU travel expense reference guide including state approved vendors:
<https://www.fau.edu/controller/documents/travel/travel-expense-reference-guide-for-employees.pdf>
 - Travel expenses not allowed: personal travel insurance, rental car insurance, traffic fines or parking violations, mileage from home to work place, seat selection on flights, flight insurance, in-flight charges or upgrades
- Meals are ok if:
 - There’s a documented business purpose related to that grant
 - Must include a list of attendees
- Publications are ok if:
 - The grant is acknowledged in the publication
 - If other grants are also acknowledged, charge should be split among all grants
- General charges (bulk lab supplies, Airgas) should be allocated over all grants they are used for
- Computer/Laptops/Tablets
 - Include a justification explaining why it is essential to the project
 - Must go through COM IT to order
- Costs that are usually unallowable:
 - Alcohol
 - Entertainment costs
 - Office supplies
 - General purpose equipment, office furniture
 - Phone and internet charges
 - Journals, books, subscriptions
 - General postage
 - Promotional items
 - Memberships and dues
 - Severance pay and merit pay
 - Tax (FAU’s tax exempt certificate: <https://www.fau.edu/controller/documents/tax-services/tax-exempt-certificate-2018.pdf>)