

ALLOWABLE VS. INAPPROPRIATE EXPENSES

Allowable Expenses	Inappropriate Expenses
<ul style="list-style-type: none"> • Books • Computer hardware and software • Conference registration fees and sponsorships • Data/Databases/Cloud Computing • Common travel expenses including meals, hotels, and luggage • iPads, Kindles, Nooks, etc. (not including connectivity costs) • Meals, local transportation, and other local expenses for research collaborators • Membership in professional organizations (not allowable on federal grants) • Publication fees • Photocopying/photography costs • Professional journal subscriptions • Research & teaching assistants • Services such as clerical work, copyediting, coding, case-writing (services are not reimbursable and must be approved by Department Chairs before the engagement begins) • Sponsoring a student’s travel or research expenses • Study subject fees • Digital Subscription Services; Software as a Service 	<ul style="list-style-type: none"> • Business or first-class travel (except as allowed by university policy, as described above) • Cell Phones • Childcare • Clothing (or care/maintenance thereof) • Personal Club memberships • Cost of commuting between home and campus • Office Supplies, Furnishings, or Decor • Fundraising expenses or charitable donations • Gifts • Home or office furniture & renovations • Moving expenses • Network connectivity subscriptions for iPads, cell phones, other devices • Salary paid to any faculty member (unless specifically authorized) • Family member travel • Student functions/Curriculum or Classroom expenses (Ex. catering for a class section or Guest Speakers) • Home Office Computers/Hardware – (Faculty with an office desktop may purchase a tablet or laptop) • Personal subscriptions for software available through IS&T