

ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

All Center for International Business Education and Research (CIBER) awards are subject to the appropriate cost principles for the applicant organization.

Federal cost principles are regulations used to determine allowable costs, and ensure consistent treatment of costs. Applicants are responsible for identifying the federal regulations appropriate to their organization, consistently applying cost principles to the CIBER grant funds, and ensuring contractors or consultants comply with applicable federal cost principle requirements.

The following list describes specific funding restrictions under the CIBER grants. This section is not intended to be all-inclusive. Please contact Associate Director of International Programs/CIBER Jeffrey Conradi at jeffrey.conradi@temple.edu for clarification on specific expenses not outlined below.

Item	Description
Alcoholic Beverages	<i>Unallowable</i>
Contractual/ Consultant Costs (Professional Services)	<p><i>Allowable</i> subject to limitations. Independent Contractors are individuals, partnerships, limited liability companies ("LLCs") and attorneys (regardless of organization type) who render a service and meet certain behavioral, financial and relationship factors and conditions as established by IRS criteria. They generally have a separate workplace and are not supervised when they are working for the University. An Independent Contractor usually will offer his/her services to other organizations and may advertise to the general public. They are often paid a flat fee by the job or project and are not paid by an hourly, daily, weekly, or monthly rate.</p> <p>The contractor must also adhere to the guidelines set by Temple University. Located here: https://finance.temple.edu/buying-and-paying/invoice-processing</p> <p>IC determination and Certification form, W9 and Professional Service agreements must be provided prior to hiring of the contractor. More information is located in the link above. Use of Independent Contractors must be approved by Temple CIBER.</p>
Entertainment Costs	<i>Unallowable.</i> Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.
Equipment	<i>Allowable</i> for acquisition costs and rental costs of special purpose equipment provided the following criterion is met:

1. Necessary for the research, scientific, or other technical activities of the grant award;
2. Not otherwise reasonably available and accessible;
3. Acquired in accordance with organizational practices;

Recipients purchasing any special purpose equipment are encouraged to use such funds to purchase only American-made equipment or products. **Must be approved by Temple CIBER prior to purchase.**

Unallowable for acquisition costs of general purpose equipment (computers), buildings, and land.

Food and Meals

Food is generally unallowable except while traveling for sponsored-project related activities (e.g. conferences). Food must be approved prior to travel and is reimbursed on an actual basis and limited to the federal per diem rates found at <http://www.gsa.gov/portal/content/104877>. All receipts must be submitted for reimbursement.

Foreign Travel

For purposes of this provision, “foreign travel” includes any travel outside the United States. Foreign travel must comply with the “Fly America Act.” This is the federal regulation that requires the use of U.S. carriers for travel that will be reimbursed from Federal grants and contracts.

All travel that is being reimbursed from CIBER grants must be booked through U.S. carriers except in the following instances:

- When the use of U.S. carriers service would extend travel time by 24 hours or more
- When the costs of transportation are reimbursed in full by a third party, such as a foreign government or an international agency
- When U.S. carriers do not offer nonstop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
 - Increase the number of aircraft changes outside the United States by two or more.
 - Extend travel time by at least six hours or more.
 - Require a connecting time of four hours or more at an overseas interchange point.
- When an Open Skies agreement is in place between the United States (U.S.) government and the government of foreign country. Under the Open Skies agreement, the use of a foreign

	<p>carrier is allowable when that airline is a member state carrier, transportation is between the U.S. and any point in the member state or between two points outside the U.S. provided that:</p> <ul style="list-style-type: none"> ○ No equivalent option on a U.S. carrier is available. ○ Funding is not provided by the Secretary of Defense or the Secretary of a military department. <p>When one or more of the above circumstances apply, an explanation indicating the appropriate exception must be provided submitted with your reimbursement request. Please give 30 days' notice for foreign travel to be approved by Temple CIBER.</p>
Goods or services for personal use	<i>Unallowable</i> for costs of goods or services for personal use of the recipient's or sub recipient's employees regardless of whether the cost is reported as taxable income to the employees.
Housing	Cost of housing (e.g. rent, utilities, maintenance and mortgages) are generally unallowable. Strong justification for expenses must be submitted and approved by the U.S. Department of Education
Material and supplies cost	<p><i>Allowable for:</i></p> <ol style="list-style-type: none"> 1) Costs incurred for materials, supplies, and fabricated parts necessary to carry out a sponsored agreement. 2) Purchased materials and supplies shall be charged at their actual prices, net of applicable credits. 3) Only materials and supplies actually used for the performance of a sponsored agreement may be charged.
Meetings and Conferences	<i>Allowable</i> for costs of conferences. A conference is defined as a meeting, retreat, seminar, symposium, workshop, or event whose primary purpose is the dissemination of technical information beyond the non-federal recipient or subrecipient and is necessary and reasonable for successful performance under the federal award.
Memberships, Subscriptions, and Professional Activity Costs	<p><i>Allowable</i> for costs of memberships or subscriptions in business, technical, and professional organizations at the University level.</p> <p><i>Unallowable</i> for costs of membership in any civic or community organization. Memberships and subscriptions for individuals are unallowable.</p>

Participant Support Costs	<i>Allowable</i> for such items as registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, and focus groups. Must be approved by Temple CIBER prior to securing.
Training	<i>Allowable</i> when the training is required to meet the objectives of the project or program.
Travel	<p><i>Allowable</i> when travel costs are limited to those allowed by formal organizational policy; in the case of air travel, the lowest reasonable commercial airfares must be used.</p> <p>All applicants should adhere to the following when developing their travel budget:</p> <ul style="list-style-type: none"> • Applicants should apply the current government mileage rate for personally owned vehicles used for travel related to the project: http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates. • International travel must comply with the Fly America Act, 49 U.S.C. 40118 This Act requires consultants, contractors, grantees, and others performing United States Government financed foreign air travel (CIBER grant funds, in this case) to travel by United States flag air carriers, with some exceptions. Additional information about the Fly America Act can be found at: https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act <p>Consideration should be given to the use of alternative technologies such as teleconferencing or videoconferencing if they are available, appropriate for the project, and less costly.</p>