



Allowable and Non-Allowable Expenses
Regional Representatives for VFC and AFIX Site Visit Activities
 December 1, 2017

Table One defines allowable uses of federal funding for the Regional Representatives for VFC and AFIX Site Visit Activities. Table Two lists non-allowable expenses with Federal immunization funds. These tables are in compliance with federal grant policies and CDC federal award requirements.

Table One: Allowable Expenses

Object Class Category/Expense	Allowable with Federal Immunization Funds
Personnel	
Salary/Wages	X
Fringe	
Compensation/Fringe Benefits	X
Travel	
State/local/Regional conference travel expenses (must be pre-approved by DOH)	X
Local meetings/conferences (Ad hoc) (excluding meals)	X
In-state travel costs	X
VFC-only site visits	X
AFIX-only site visits	X
Combined (VFC and AFIX site visits)	X
Supplies	
Office supplies – computers, general office (pens, paper, paper clips, etc.), ink cartridges, calculators	X
Personal computers/laptops/tablets	X
Printers	X
Other/Miscellaneous	
Communication (electronic/computer transmittal, messenger, postage, local and long distance telephone)	X
Data processing	X
Pagers/cell phones	X
Publication/printing costs (all other immunization related publication and printing expenses)	X
Training costs – statewide, staff, providers	X
Indirect	
Indirect Costs	X

Funds may be spent only for activities and personnel costs that are directly related to the Contract Statement of Work. Funding requests not directly related to VFC and AFIX site visit activities and new provider enrollment are outside the scope of work and will not be funded.

Table Two: Non-Allowable Expenses

Expense	NOT Allowable with Federal immunization funds
Honoraria	X
Advertising costs (e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs)	X
Alcoholic beverages	X
Building purchases, construction, capital improvements	X
Land purchases	X
Legislative/lobbying activities	X
Bonding	X
Depreciation on use charges	X
Research	X
Fundraising	X
Interest on loans for the acquisition and/or modernization of an existing building	X
Clinical care (non-immunization services)	X
Entertainment	X
Payment of bad debts	X
Dry cleaning	X
Vehicle Purchase	X
Promotional and/or incentive materials (e.g., plaques, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, conference bags)	X
Purchase of food (unless part of required travel per diem costs)	X