

**State of Oklahoma Immunization Grant  
ALLOWABLE EXPENSES**

ALLOWABLE EXPENSE CATEGORIES	DESCRIPTION
PERSONNEL	Salary/Wages
FRINGE BENEFITS	Personnel health insurance, 401K. Must include a specific rate of salary/wages and the basis for the calculations. If fringe benefits are not computed using a percentage of salaries, itemize how the amount is determined.
TRAVEL	State/local/regional conference travel expenses Local meetings (excluding meals) In-state travel costs Site visits
EQUIPMENT*	Fax machines Vaccine storage equipment for federally funded vaccine Copiers/printers  <i>*Equipment is an article of tangible nonexpendable property having useful life of more than one year <b>AND</b> an acquisition cost of <b>\$5000 or more per unit</b>. If cost is below this threshold amount, item may be included in supplies.</i>
SUPPLIES	Office supplies: pens, paper, ink cartridges Computers, laptops, tablets Printers Digital data logger with valid certificate of calibration/validation/testing report.
CONTRACTUAL	State/local conference supplies: conference site, materials printing, hotel accommodations, speaker fees. Regional/local meetings General contractual services: local health departments, contractual staff, advisory committee media, provider trainings. Applicant IIS contractual agreements
INDIRECT	Indirect costs: Requires a cost rate agreement/cost allocation plan.  Indirect costs are costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to immunization activities. Could include portion of rent, general insurance, auto lease, utilities, security, equipment lease,
MISCELLANEOUS	Accounting services Advertising: restricted to recruitment of staff or trainees, procurement of goods and services, disposal of scrap or surplus materials. Audit services Communication: electronic, messenger, postage, local and long-distance telephone. Consumer information activities Data processing Cell phones, hot spots Publication/printing costs Rent: requires explanation of why these costs are not included in the indirect cost rate agreement/cost allocation plan. Training costs: Statewide, staff, personnel

**All proposed expenses must include detailed description and justification relating to the accomplishment of immunization activities. Only expenses listed on the budget will be reimbursed.**

**Personnel Example:**

Project Coordinator – Sally Jones. This position directs the overall operation of the immunizations project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provisions of in service and training, conducting meetings; designs and directs the gathering, tabulating and interpreting of required data, responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are submitted to the State of Oklahoma. This position is fully funded by the immunizations grants and will work on all program objectives.

**Supplies Example:**

General office supplies will be used by staff members to carry out daily activities of the program. The education pamphlets and videos will be purchased from XXX (vendor) and used to illustrate and promote safe and healthy activities to reduce flu etc. Word Processing Software will be used to document program activities, process progress reports, etc.

**Travel Example:**

The Project Coordinator and the Outreach Supervisor will travel to OKC to attend Central Oklahoma Immunization Coalition Meeting. The Project Coordinator will make an estimated 25 trips to local outreach sites to monitor vaccine administration and storage.

**Other Example:**

Some items are self-explanatory (telephone, postage, rent) unless the unit rate or total amount requested is excessive. If not, include additional justification. For printing costs, identify the types and number of copies of documents to be printed (e.g., procedure manuals, annual reports, materials for media campaign)

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NON-ALLOWABLE EXPENSES\*\***

Advertising costs: conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs	Interest on loans for the acquisition and/or modernization of an existing building
Building purchases, construction, capital improvements	Clinical-care (non-immunization services)
Entertainment costs	Fundraising costs
Good and services for personal use	Honoraria
Independent research	Land acquisition
Legislative/lobbying activities	Alcoholic beverages
Payment of bad debt, collection of improper payments	Vehicle purchase
Purchase of food/meals (unless part of required travel per diem costs)	PPE: non-allowable for this grant, but the State of Oklahoma can supply publicly funded PPR directly at no additional cost via the Big Commerce online ordering system.

**\*\* Other restrictions which must be considered while writing the grant budget:**

- **Reimbursement is allowable only for activities and personnel costs directly related to immunization activities.**  
Reimbursement requests not directly related to immunization activities are outside the scope of the grant and will not be reimbursed.
- Pre-award costs are not allowable.