

Allowable Expenses with 317 and VFC FA Operations Funds

POB developed the following tables to assist grantees in preparing budgets that are in compliance with federal grants policies. The tables were developed using a combination of the OMB Circular A-87, PHS Grants Policy Statement 9505, and POB-identified program priorities.

Budget Category/Expenses	Allowable with 317 operations funds	Allowable with VFC operations funds	Allowable with VFC ordering funds	Allowable with VFC/AFIX funds	Allowable with Pan Flu funds
Personnel					
Salary/wages	√	√	√	√	√
Fringe					
Compensation/fringe benefits	√	√	√	√	√
Travel					
State/local/Regional conference travel expenses	√	√		√	√
Local meetings/conferences (Ad hoc) (excluding meals)	√	√		√	√
In-state travel costs	√	√		√	√
Out of state travel costs (restricted to NIC, Hep B Coordinator's Meeting, Program Managers/PHA Meeting, ACIP meetings, AFIX and VFC trainings, and other CDC sponsored immunization program meetings)	√	√		√	√
VFC-only site visits	√	√		√	
AFIX-only site visits	√			√	
Combined (AFIX & VFC site visits)	√	√		√	

Budget Category/Expenses	Allowable with 317 operations funds	Allowable with VFC operations funds	Allowable with VFC ordering funds	Allowable with VFC/AFIX funds	Allowable with Pan Flu funds
Perinatal hospital record reviews	√				
Equipment*					
Fax machines for vaccine ordering	√	√	√		
Vaccine storage equipment for VFC vaccine	√	√			
Personal computers / Laptops	√	√	√	√	√
Copy machines	√	√	√	√	√
<i>*Equipment: an article of tangible nonexpendable personal property having useful life of more than one year and an acquisition cost of \$5,000 or more per unit.</i>					
Supplies					
Vaccine administration supplies (including, but not limited to, nasal pharyngeal swabs, syringes for emergency vaccination clinics and other medical supplies for disease surveillance)	√				
Office supplies-computers, general office (pens, paper, paper clips, etc.), ink cartridges, calculators	√	√	√	√	√
Pink Books, Red Books, Yellow Books	√				
Printers	√	√	√	√	√
Laboratory supplies (influenza cultures and PCRs, cultures and molecular, lab media serotyping)	√				
Temperature monitors/Thermometers/Data Loggers	√	√			
Contractual					

Budget Category/Expenses	Allowable with 317 operations funds	Allowable with VFC operations funds	Allowable with VFC ordering funds	Allowable with VFC/AFIX funds	Allowable with Pan Flu funds
State/local conferences expenses (conference site, materials printing, hotel accommodations expenses, speaker fees)	√	√		√	√
Regional/Local meetings	√	√		√	√
General contractual services (e.g., IAPs, local health departments, contractual staff, advisory committee media, provider trainings)	√	√	√	√	√
GSA Contractual services	√	√			
Other registry contractual agreements (support, enhancement, upgrades)	√	√			
FA					
Non CDC Contract vaccines	(does not apply to local health)				
Indirect					
Indirect costs	√	√	√	√	√
Miscellaneous					
Accounting services	√	√			
Advertising (restricted to recruitment of staff or trainees, procurement of goods and services, disposal of scrap or surplus materials)	√	√			
Audit Fees	√	√			
BRFSS Survey	√				
Committee meetings (room rental, equipment rental, etc)	√	√			√
Communication (electronic/computer					√

Budget Category/Expenses	Allowable with 317 operations funds	Allowable with VFC operations funds	Allowable with VFC ordering funds	Allowable with VFC/AFIX funds	Allowable with Pan Flu funds
transmittal, messenger, postage, local and long distance telephone)	√	√	√	√	
Consumer information activities	√	√			√
Consumer / provider board participation (travel reimbursement)	√				
Data processing	√	√	√	√	√
Laboratory services (tests conducted for immunization programs)	√				
Local service delivery activities	√				
Maintenance operation/repairs	√				
Malpractice insurance for volunteers	√				
Memberships/subscriptions	√				
NIS Oversampling	√				
Pagers/cell phones	√	√		√	√
Perinatal Hep B incentives	√				
Printing of vaccine accountability forms	√	√			
Professional service costs (limited term staff), Attorney General Office services	√				
Promotional materials (NIIW)	√				
Public relations	√				
Publication/printing costs (all other immunization related publication and printing expenses)	√	√		√	√
Rent	√	√			
Shipping (other than vaccine)	√	√			
Software license/Renewals (ORACLE, etc.)	√				
Stipend Reimbursements	√				

Budget Category/Expenses	Allowable with 317 operations funds	Allowable with VFC operations funds	Allowable with VFC ordering funds	Allowable with VFC/AFIX funds	Allowable with Pan Flu funds
Toll-free phone lines for vaccine ordering	√	√	√		
Training costs – Statewide, staff, providers	√	√		√	√
Translations (translating materials)	√				
Vehicle lease (restricted to grantees with policies that prohibit local travel reimbursement)	√				
VFC promotional and recruitment materials	√	√			
VFC provider feedback surveys	√	√			
VIS camera-ready copies	√				

NON-ALLOWABLE EXPENSES WITH 317 AND VFC FA OPERATIONS FUNDS

Expense	NOT allowable with 317 funds	NOT allowable with VFC funds
Honoraria	√	√
Advertising costs (conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs)	√	√
Alcoholic beverages	√	√
Building purchases, construction, capital improvements	√	√
Land purchases	√	√
Legislative/lobbying activities	√	√
Bonding	√	√
Depreciation on use charges	√	√
Research	√	√
Fundraising	√	√
Interest on loans for the acquisition and/or modernization of an existing building	√	√
Clinical care (non-immunization services)	√	√
Entertainment	√	√
Payment of bad debt	√	√
Dry cleaning	√	√

Other restrictions which must be taken into account while writing the budget: