

# APPENDIX I

## **LSTA Allowable Expenses**

*[Please see the cited Office of Management and Budget (OMB) circular or Code of Federal Regulations (CFR) for additional information.]*

### **ADVERTISING AND PUBLIC RELATIONS**

Advertising costs are allowable only when incurred for the recruitment of personnel, the procurement of goods and services, the disposal of surplus materials, and other specific purposes necessary to meet the requirements of the Federal award. Public relations costs are allowable when incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from performance of the Federal award. Costs of advertising and public relations at conventions, meetings or other events, including displays, demonstrations, exhibits, meeting rooms, hospitality suites, and special facilities used in conjunction with shows and special events; and salaries of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.1. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#1](http://www.whitehouse.gov/omb/circulars_a087_2004/#1)].

### **ALCOHOLIC BEVERAGES**

Costs of alcoholic beverages are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.3. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#3](http://www.whitehouse.gov/omb/circulars_a087_2004/#3)].

### **BUILDING, CONSTRUCTION, RENOVATION COSTS**

Building, construction, or renovation costs are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.15. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#15](http://www.whitehouse.gov/omb/circulars_a087_2004/#15)].

### **CONTRIBUTIONS, DONATIONS, HONORARIUMS, STIPENDS**

Contributions and donations, including cash, property, and services, that use grant funds and are made by grant recipients to others, regardless of the recipient, are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.12. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#12](http://www.whitehouse.gov/omb/circulars_a087_2004/#12)].

(NOTE: Honorariums and stipends are also unallowable. Wages, salaries, reimbursements, payment for work done, and fees charged by speakers are allowable.)

### **ENTERTAINMENT**

Costs of entertainment, including amusement, diversion, and social activities, and any costs directly associated with those, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.14. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#14](http://www.whitehouse.gov/omb/circulars_a087_2004/#14)].

### **FUND-RAISING**

Costs of organized fund-raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions, are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.17. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#17](http://www.whitehouse.gov/omb/circulars_a087_2004/#17)].

## **GENERAL GOVERNMENT EXPENSES**

The general costs of government, including services normally provided to the general public, such as fire and police, are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.19. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#19](http://www.whitehouse.gov/omb/circulars_a087_2004/#19)].

## **INCOME FROM PROJECT**

Project income such as fees charged for the use of library space in the context of a grant project, to recover out of pocket project-related costs, to create products such as manuals, for other expenditures directly related to and used for the purposes of the grant and accrued under the conditions of the grant award, are allowable.

Source: 45 CFR, Part 1183.25 (revised 10/1/2006).

## **LOBBYING**

The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements or loans, is unallowable. Costs of membership in organizations substantially engaged in lobbying are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.24. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#25](http://www.whitehouse.gov/omb/circulars_a087_2004/#25)].

## **MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES**

Costs of the grant recipient's memberships in business, technical, and professional organizations are allowable. Subscriptions to business, professional, and technical periodicals are allowable. Costs of meetings and conferences, including meals, transportation, rental of meeting facilities, and other incidental costs, where the primary purpose is the dissemination of technical information, are allowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.28 [membership]; B.27 [meetings and conferences]. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#28](http://www.whitehouse.gov/omb/circulars_a087_2004/#28)].

## **PREMIUMS, PRIZES, INCENTIVES, AND SOUVENIRS**

Costs of promotional items and memorabilia, including models, gifts, and souvenirs, are unallowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.1. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#1](http://www.whitehouse.gov/omb/circulars_a087_2004/#1)].

## **REFRESHMENTS**

See ENTERTAINMENT (unallowable), and MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES (allowable).

## **TRAINING**

The cost of training provided for employee development is allowable.

Source: OMB Circular A-87 revised, dated June 9, 2004, Attach. B.42. [See Office of Management and Budget web page at [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/#42](http://www.whitehouse.gov/omb/circulars_a087_2004/#42)].