

# Helpful Tips

## Travel – Mileage

- The purpose(s) needs to be included in the line item notes.
  - **Example Notes:** Use of personally owned vehicles to travel to participate in project-related meetings and events, to transport victims to access necessary services, and/or to participate in victimization-related meetings.
- Please note if you are using an organizational mileage rate that is lower than the current federally approved rate of \$0.56/mile.

## Travel – Other

- Air Travel – Round-trip air travel for project staff to attend trainings, conferences, and meetings; project staff attendance at victim-related trainings.
- Lodging – Overnight accommodation for project staff attending trainings, conferences, and meetings.
- Per Diem – Rate for meals and incidental expenses for project staff attending trainings, conferences, and meetings.
- Ground Transportation (e.g. rental cars, or rideshare fees) – For project staff attending trainings, conferences, and meetings.

## Equipment

- The DOJ Grant Financial Guide (3.7 Property Standards, Equipment) defines equipment as tangible personal property (including information technology systems) having:
  1. A useful life of more than 1 year
  2. A per-unit acquisition cost of \$5,000 or greater (or greater than the organization's capitalization threshold, if it is less than \$5,000)

## Supplies

- If the item does not meet the threshold outlined under “Equipment” above, enter it under the Supplies category.

## Procurement Contracts

- Procurement contracts must be conducted using the organization's established procurement policy and process. We can help you develop one if you do not have one.
- Certain costs (such as cell phone service or website maintenance) can be included as direct costs in this category if used only for programmatic aspects of the grant (i.e. cell phone service to support operation of a 24/7 crisis hotline through cell phone rotation). General cell phone contracts, website maintenance and other similar costs will be covered under the organization's indirect rate.

## Subawards

- Most allowable activities and the costs that comprise them may be subawarded.

## Contractor Travel

- Travel costs paid by the grantee for contractor or consultant travel should be included in this category. If travel costs are included within the consultant's rate, these costs do not need to be broken out here.

## Other Costs

- There are a broad variety of costs that fall under this. Please review the allowable costs document at [https://tribalvictimsservices.org/PDF/2021\\_Examples\\_of\\_Allowable\\_and\\_Unallowable\\_Costs.pdf](https://tribalvictimsservices.org/PDF/2021_Examples_of_Allowable_and_Unallowable_Costs.pdf) to consider if any of these are relevant to your program.