



Specific Allowable Costs and Guidelines

The rate tables outlined below are subject to approval from the U.S. Department of Education.

Student/family incentives:

Description	Purpose
Educational items for drawings held at the end of an event (i.e., stem kits, board games, educational escape room, etc.)	Attendance incentive for parent/family meetings
Pens and pencils	Student incentive
Backpacks (no logo or GUSWV approved logo, only)	Incentive for academic achievement, attendance or service
Water bottles (no logo or GUSWV approved logo, only)	Appreciation tokens for volunteers, water bottles may be purchased for students
Career or educational books	Student incentive
Educational apps, CDs, DVDs or equivalent	Student incentive
Decorations for events (flowers, balloons, etc.)	For GEAR UP SWV family events only
Educational games (puzzles, stem kits, Yahtzee, etc.)	Student incentive
Flash drives	Student incentive

NOTES:

1. The incentive budget shall be no more than 1% of total sub-award annually and must be pre-approved.
2. The above cost limits do not include tax (the project will not reimburse for taxes/must use tax free status where available for schools)
3. The above cost does not include shipping and handling but can be reimbursed on the same reimbursement form.
4. Anticipated expenditures must be detailed in the subaward/school's approved work plan and yearly budget.
5. iTunes or similar items are considered entertainment and are not an allowable expenditure.
6. Gift cards are not allowable.
7. Using funds for staff incentives is unallowable.



Food and beverages may be offered in conjunction with GEAR UP SWV structured activities where the participants are receiving GEAR UP SWV project information. Please find specific meal and beverage example guidelines below and note, these and all other expenditures must be detailed in the school's approved work plan and yearly budget.

Meal, Beverage, and Snack Allowances		
Purpose	Description	Amount
Family or parent night event	Refreshments or meals.	Up to \$5/attendee for refreshments or up to \$15/ attendee for meal. If you are doing a combined event with non-GEAR UP SWV families, you must share the cost in proportion to actual attendance.
Meals for field trips and college visits	We recommend that one meal per day be provided through the school food service to reduce costs.	Up to \$15 per student per meal (list students, staff, chaperones who eat must be turned in with reimbursement request) Meals provided by a college campus food service program will be reimbursed at full cost. Reimbursement is based on actual attendance. Staff/chaperone meals: Either the student meal allowance or the district per diem is allowable, not to exceed the state per diem.
Snacks for field trips, college visits and testing	Healthy, nutritious snacks (granola bars, cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, or muffins).	Up to \$3 per day per student.
Celebratory events or activity for students	Up to 1 event per quarter for student recognition for special achievement (GPA, attendance, or GEAR UP SWV benchmark, etc.).	Up to \$1 per student per event.
Student Participation Incentive	A small treat/candy to encourage participation such as returning a survey.	Up to \$1 each per student per activity. Exceptions may be made for special events outside of school hours, such as a pizza party for a National GEAR UP Week competition. Permission is required.
Advisory Council	Not allowable	Effective 9/1/19: Expenses for this activity is not allowable.



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College and career fairs (on school campus)	Meals or light refreshments for full day events, for presenters only.	Up to \$15 per presenter (may not provide food for students or staff) and only if the career fair extends over the lunch hour. OR up to \$3 per presenter for light refreshments if the event is at least 4 hours.
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Food and Meals Not Allowable		
School staff meetings or professional development	Not allowable.	Meals for staff events are not an allowable expenditure.
Staff meals	Not allowable for on school campus during the school day.	Allowable for field trips up to per diem per school policy.
Student meals or snacks while on school grounds, during the school day.	Not allowable unless prior approval from GUSWV.	Food or snacks will not be approved for lunchtime activities.

NOTES:

1. Events must be entered in the PI, Performance Insights, database to document participation PRIOR to the reimbursement being made.
2. The Reimbursement Request Form **MUST INCLUDE** the agenda for approved activity, list of attendees, list of participating staff, cost for registration/materials, and appropriate purchase orders.
3. Expenses that do not adhere to the above rules will **NOT** be reimbursed. Please do not ask for an exception.
4. Perishable leftover food from events should be sent home with GEAR UP SWV families and students whenever possible. In the event of excess, it can be distributed to GEAR UP SWV students at school the following day. If neither of these are possible, it can be donated to a local pantry. Non-perishable food should be kept for another GEAR UP SWV event.



GEAR UP allows expenses related to dual credit options, credit recovery, student camps and placement tests. When using GEAR UP SWV funds to pay these expenses, priority should be given to low-income students who do not have the family resources to pay for them. It is allowable to pay these expenses for GEAR UP SWV students if you have confirmed that family resources are not available. Use the following guidelines when planning for these expenses. Anticipated expenditures must be in the school's approved work plan and budget.

Miscellaneous Expenses		
Purpose	Description	Purpose
College classes, online classes for credit retrieval, AP test costs or similar expenses, including required materials associated with such courses.	Allowable	Academic support or enrichment
Summer college campus experience (sports camps are unallowable)	Individual student camps on a college campus <i>Request Pre-Approval</i>	Field Trip, College visit, test taking. See GEAR UP endorsed camp options, available from GEAR UP SWV.
Placement tests (PSAT, Aspire, ACT, SAT, ACCUPLACER)	Pre-college and college placement tests, including re-takes	Pre-college tests
AP Test Fees	Student fees to take the AP tests	Rigorous course work
College Application Fees and Placement Tests (form required)	Up to 3 college application fees are allowable per GEAR UP SWV student. See required forms and instructions in the Coordinator Manual	College enrollment and placement tests
School supplies for students who do not have resources available.	Binders, folders, paper, highlighters, markers, calculators, planners or calendars, pens, pencils, and other school supplies.	Up to \$20 per student per year



Guest speakers and professional development content must focus on college/career planning and preparation and may be motivational. It is strongly recommended that you obtain permission from the GEAR UP SWV central office before booking a speaker. Anticipated expenditures must be detailed in the school's approved work plan and budget.

Guest Speakers		
Purpose	Description	Amount
Guest Speakers: For a GEAR UP endorsed guest speaker list, contact GEAR UP SWV central office.	College/career planning and preparation or motivational	Up to \$7,000, one per year. GEAR UP SWV pre-approval required.
Professional Development (on school campus)	Provided to school staff in support of achieving GEAR UP goals.	Reasonable fees for the service provided are allowable and are not limited to the \$7,000 for guest speakers. Staff pay for participation is not an allowable expense. Substitute teachers are allowable.