GUIDANCE ON BUSINESS EXPENSES FLOWCHART

Start

Does expense serve a business purpose?  
Yes  
Is the cost reasonable?  
Yes  
Does the cost comply with Caltech policy?  
Yes  
Is an account available to charge?  
Yes

1. Federal/Non-Federal Sponsored Research
   - Allowable under OMB A-21 and the Uniform Guidance, as applicable

2. Restricted Gift, Grant & Endowment accounts
   - Allowable under terms of award

3. Other Activities and internally Designated accounts
   - Sufficient funds available

4. Unrestricted Gift & Endowment accounts
   - Sufficient funds available

5. General Budget accounts
   - Proceed with appropriate approvals

No

Personal expenses are not allowed.

Try another supplier or a reasonably priced substitute or alternative.

Unallowable on any Caltech funds.

Expense may not be incurred unless sufficient and appropriate funding is available.

Process ends