

Appendix K. Allowable Expenses

Expense Type	Use of TPEP Funds
Automobiles (purchase)	Unallowable
Capital investments	Unallowable
Certified Prevention Specialist courses and fees	Allowable
Clinical services	Unallowable
Computer/software upgrades	Allowable
Continuing education/workforce development training	Allowable
Educational materials	Case-by-case
Electronic Equipment	Allowable
Food for community meetings or events	Allowable
Fringe benefits	Allowable
Incentives	Up to 5% of budget* (case-by-case basis for higher amount)
In-state travel	Allowable
Intern stipends/pay	Allowable
Medications	Unallowable, exception for NRT, see RFA for full details
Office furniture	Allowable
Office supplies	Allowable
One Time Guest Speaker Presentations	Allowable as part of a comprehensive strategy
Out-of-state travel	Allowable
Paid Media	Allowable under \$3000, see RFA for full details
Printing and mailing services	Allowable
Promotional items	Up to 5% of budget* (case-by-case basis for higher amount)
Quit Kits	Up to 5% of direct costs
Registration for Conference/Training	Allowable
Rental Space for Meetings/Trainings	Allowable
Salaries	Allowable
Sub-contracts	Allowable (see RFA for full requirements)
Telephone	Allowable

Treatment services	Unallowable
Vape Detectors	Unallowable

*Gift cards or promotional items may go over 5% of a program's budget but cannot exceed 10% combined. For example, if a program chooses to have 7% of their budget go toward gift cards, then only 3% of their budget may go toward promotional items. Requests for a larger portion may be accommodated on a case-by-case basis depending on need and equity considerations.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Health Promotion and Chronic Disease Prevention Section at HPCDP.Community@dhsosha.state.or.us or 971-673-0984. We accept all relay calls.

Public Health Division
Health Promotion and Chronic Disease Prevention
800 NE Oregon Street, Suite 730
Portland, OR 97232
971-673-0984
www.healthoregon.org/tobacco

