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commercial airfares must be used. Recipients should continue to comply with the travel policies to determine the allowability of these costs in cases of unforeseen or emergency circumstances.

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These types of expenses are considered administrative costs (indirect costs), and generally are not appropriate as a direct cost unless specifically approved by the sponsor.

Personal protective equipment needed to perform the grant may be a direct charge per sponsor guidance. Supplies needed for general cleaning should be covered by a non-grant or departmental chartstring. See [Guidance on Charging of Personal Protective Equipment to Sponsored Projects](#)