

▼ Budget Forms

PERSONNEL SERVICE DETAILS - POSITION

PERSONNEL SERVICE DETAILS - BENEFITS

PAY SCHEDULE FOR PROJECT EMPLOYEES

ENFORCEMENT/ACTIVITY HOURS

REGULAR OPERATING EXPENSES

TRAVEL

EQUIPMENT PURCHASES

CONTRACTUAL SERVICES

PER DIEM & FEES

COMPUTER CHARGES AND COMPUTER
EQUIPMENT

TELECOMMUNICATION

MOTOR VEHICLE PURCHASE

RENT OR REAL ESTATES

COST CATEGORY SUMMARY

BUDGET FORMS

NOTE: Cost of a single item includes
shipping and taxes

BUDGET FORMS

Manage Regular Operating Expenses

Fiscal Year
2025

Program Type
General Application

Posted Date
12/15/2023

Close Date
9/30/2025

▼ Regular Operating Expenses

Description	Unit Price	Quantity	Total Cost	
No items available				
+ Add New Regular Operating Expenses				

Progress Tracker

✖ Apply for Opportunity | Regular Operating Expenses [Mark as Complete](#)

Use this feature to keep track of your overall progress

✖ CANCEL

SAVE AND CLOSE

BUDGET FORMS

Manage Regular Operating Expenses

Fiscal Year 2025	Program Type General Application	Posted Date 12/15/2023	Close Date 9/30/2025
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Regular Operating Expenses

Description	Unit Price	Quantity	Total Cost	
Car seats				
	\$80.00	45	\$3,600.00	✖
CPS Technician Registration				
	\$95.00	10	\$950.00	✖
Add New Regular Operating Expenses				
Total			\$4,550.00	

Progress Tracker

✖ Apply for Opportunity | Regular Operating Expenses [Mark as Complete](#)

Use this feature to keep track of your overall progress

BUDGET FORMS

- **Regular Operating** – includes budget items less than \$1000. Alco-sensors, office supplies, Conference Registrations, and vehicle maintenance are examples of Regular Operating.
- **Travel** – per diem, hotel, mileage, etc. for grant employees. Include travel for the 2025 GOHS conference (plan for Savannah, GA). All out of state travel must be pre-approved. Award of the grant does not constitute approval for out-of-state travel.

BUDGET FORMS

- **Equipment Purchases:** This includes items needed that are individually \$1,000 or more. Anything \$5,000 or more will need NHTSA's approval prior to purchase.
- **Contractual Services:** Speakers, instructors, consultants, room rentals, artwork design, etc. Contracts **must** be approved by GOHS before being executed. Approval of the grant does NOT “approve” the contract.

BUDGET FORMS

- **Per Diem & Fees:** Applies to travel for non-employees of the grantee.
- **Computer Charges and Computer Equipment:** Includes any computer equipment and/or recurring charges.
- **Telecommunication:** Could include cell phones, internet access
- **Motor Vehicle Purchase:** Motor Vehicles only – requires NHTSA preapproval.
- **Rent/Real Estates:** Office space