



Non-Allowable Expenses

Projects

- Student travel
- Completion of baccalaureate or post baccalaureate degrees, teacher certifications, university/college credit hours, courses for graduate credit
- Onsite (or campus) professional development at your school or by the district
- Compensation for substitutes or stipends
- Presenters, guest speakers, instruction, etc. provided on campus for students

Transportation

- First, Business, Economy Plus, etc. (e.g. anything outside of economy class)
- Upgrades
- Unapproved ticket changes (Fellows needing to change original ticket purchases should contact FFT for approval)

Lodging

- Laundry services
- Mini-bar purchases
- In Room Entertainment

Food

- No more than one alcoholic beverage per Fellow, per receipt
- Meals may only be expensed for the Fellow, not their guests or other homestay residents
- Note: Grocery purchases apply to the \$50/maximum per Fellow, per day

Materials and Supplies

- Toiletries (sunscreen, shampoo, soap, etc.)
- Suitcases, duffle bags, etc.
- Clothing
- Personal Souvenirs (candy, t-shirts, jewelry, etc.)

Equipment

- Accessories for computers, iPads, cameras, etc. (e.g. cases, tripods, remote controls, travel kits, over-and-above factory included accessories)
- Chargers, international adapters and converters
- Warranties/Insurance for Technology
- Software licenses unrelated to Fellowship implementation

- Software licenses in excess of number of Fellows (i.e. one license per Fellow)
- Team must purchase technology at the same price and/or location
- Technology purchases should be well-researched, and all attempts to utilize school and teacher accounts and/or discounts should be made

Miscellaneous

- Pet Boarding
- Childcare
- Gifts/Donations
- Telecommunications
- Gift Cards
- Pet Care
- Foreign Transaction Fees
- ATM Fees
- Engraving / Personalization of Apple technology
- Cell phones, roaming charges, SIM cards
- Gratuities

Approval of any fellowship expenditure is at the discretion of Fund for Teachers and/or our local partners.