

**COVID-19** Grant funds may not be used to cover expenses related to self- or government-imposed quarantine requirements (such as lodging, testing or other related expenditures.)

### 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 school staff.

### 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 Care / Boarding
- Childcare
- Gifts/Donations are the personal responsibility of Fellows and cannot be paid by grant dollars
- Telecommunications (cell phones, roaming charges, SIM cards)
- Gift Cards
- Housekeeping
- Foreign Transaction Fees
- ATM Fees
- Engraving / Personalization of Apple technology
- Gratuities (except dining/restaurant tips) are the responsibility of the Fellow

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