

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 and preferred seat assignments; this does not include a guaranteed seat fee.
- Unapproved ticket changes (Fellows needing to change original ticket purchases should contact FFT for approval)
- Purchases with rewards programs/points cannot be expensed for cash reimbursement. (*For example, you are welcome to purchase airline/hotel accommodations with your points—but you cannot ask FFT for cash reimbursement for these points.*)*

Lodging

- Laundry services
- Mini-bar purchases
- In Room Entertainment
- Purchases with rewards programs (mileage points, credit card reward programs, my wallet funds, gift cards, etc.)*

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

Pandemic / COVID-19 Specifics

- Up to \$100US may be spent on COVID-19 testing.
- No grant dollars can be used for COVID-related quarantine or costs associated with quarantine, including, but not limited to lodging, food, or travel accommodations.

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