

Allowed expenses under mentorship allowance

Per the Mentoring Handbook, “mentors will have \$300.00 per semester available for professional development”. These professional development funds can be for the mentor and/or mentee and are targeted toward professional development – the incentive cannot be paid as cash.

Mentors have flexibility in when the mentoring stipend can be spent, and any unused amount earned in the fall rolls over to the spring:

- The mentor can spend \$300 in the fall semester and \$300 in the spring semester,
- The mentor can spend less than \$300 in the fall and more than \$300 (up to the \$600 annual cap) in the spring semester, or
- The mentor can spend the year’s \$600 in the spring semester.

Please note that all purchases / expense reports must be filed before the end-of-fiscal-year deadlines distributed by the Business Office each year.

Allowed expenses include:

- Travel related to research,
- Professional conference registration fees,
- One-year memberships to professional organizations,
- Webinars related to discipline,
- Meals with mentee (subject to cost limits in TBR policy),
- A fund transfer to the Woodward Library for discipline-related materials,
- Technology for the purpose of professional development (may need IT pre-approval)*,
- Books or other physical materials (seek pre-approval from Academic Affairs)*

Faculty members are strongly encouraged to seek pre-approval from the Assistant Vice President for Academic Affairs before making any purchase not outlined above. All expenses must be signed for by Academic Affairs.

Mentoring funds should not be used as a substitute for departmental budgets, e.g.:

- The funds should not be used for office supplies,
- The funds should not be used for classroom materials.

Funds also cannot be used (directly or indirectly) for contributions to non-profit entities or political organizations.

* All physical goods purchased using mentorship funds are the property of the university currently in the possession of a particular faculty member. Any property that is purchased with these funds must be returned to the university upon separation / retirement.