

Guidelines on the Use of E&T Funds

The E&T fee was instituted to replace a myriad of course specific fees used to support general campus technology, classroom, laboratory, and other student educational efforts that could not be provided by state budget allocations. The intent of the fee receipt use is clear; it should be used to support needs **directly** associated with providing campus technology, classroom and laboratory instruction or other student educational experiences. While there will always need to be judgment exercised by the individual units in the practical definition of the term “directly,” the general philosophy in exercising judgment should make reference to the direct impact on the educational experience of students. The examples below are intended to provide some guidance in resolving other potential uses.

Examples of Acceptable Uses of E&T Allocations

- Purchase of computers, projectors, and other equipment/supplies for classrooms and labs or other instructional purposes
- Purchase or licensing access for software or cloud-based technology applications
- Departmental copying expenses (paper, toner, rental etc.) associated with instructional material
- Stipends for guest speakers in a course
- Travel expenses associated with course field trips
- Cost of building modifications associated with enhancing classroom or lab space
- Expenses to support student research, including presentations at conferences, which are not classified as financial aid
- Travel expenses of faculty and staff chaperoning student field trips
- Permanent and temporary staffing of instructional and computer labs
- Tutoring and academic coaching expenses
- **(CAE and Inclusive Excellence Use ONLY)** – Stipends for redesigning curricula to incorporate new standards of learning, i.e., inclusive excellence, online courses, etc.
- **(Library Use ONLY)** – Digital resources provided for the benefit of students within the library, spaces dedicated to student learning within the library, other technology dedicated to student learning within the library.

Examples of Non-Acceptable Uses of E&T Allocations

- Purchase of furniture, non-computing equipment, computers, or supplies for faculty and staff offices or common areas such as hallways and lobbies
- Purchase of equipment (including maintenance services) and supplies used solely to conduct faculty research
- Purchase or licensing access to datasets used exclusively for faculty research purposes
- Travel expenses for faculty and staff to attend professional conferences not associated with chaperoning a student focused field trip
- Postage
- Cost of general building modifications which don't impact classroom or lab space
- Any payment to or on behalf of students that is considered financial aid

As indicated above, the lists are intended to provide a framework for individual units to exercise judgment regarding potential uses of these budget allocations. If the need arises, please feel free to contact the Office of Academic Affairs regarding specific questions on the use of the funds.

Updated April 2026/Approved by Dr. Neva J. Specht, Executive Vice Chancellor and Provost

Purpose of E&T Funds for Travel

E&T funds support educational enrichment opportunities that benefit **multiple students** and align with the **University's academic mission**. Because all students pay the E&T fee, expenditures must be equitable and broadly beneficial

- **All students in the class must be offered the opportunity** (students must have the choice to opt in or out).
- **Expenditures must support the University's educational mission.**
- **Faculty involvement must be clear:** Identify the mentor and confirm faculty participation and the reason for travel.
- Activities must be **optional** and **not graded**.

Student Research Travel

- Supports students traveling to **present research** with a **faculty collaborator**.
- Student Field Research Work with a faculty member.
- Research must involve **active faculty mentorship**.
- If a student is traveling alone, additional justification will be required.

Faculty Travel (Limited)

- Reimbursable **only** when the faculty member is traveling **with a student(s)**
- Typically limited to **one faculty member**, unless an exception is approved by AA.

Non-Allowable Uses

E&T funds **cannot** be used for:

- Club travel
- Course-Required Activities
- Conferences, competitions, or trips **listed in a course syllabus** as required or graded (cost of attendance).
- Travel and related expenses for **study away, study abroad, or program-embedded experiences**. *Exception:* Field trips (typically a day trip or one overnight stay)
- Thesis/dissertation research costs
- Credit-bearing internship travel or materials
- If an on-campus committee **selects** which students may attend, E&T funds **cannot** be used. However, if a class of students submits papers to a conference and the conference selects student(s), then that travel can be on E&T
- Research without a **faculty mentor** or faculty travel involvement is not eligible.