



Instructionally Related Activities (IRA) funds cannot be spent on the following items for annually funded programs:

- Equipment used exclusively for classroom instruction
- Hospitality expenses (refreshments, etc.) which exceed 25% of the IRA allocation
- Promotional items (not including posters, flyers, etc.)
- Gifts that honor, thank, or congratulate an individual or group
- Faculty and professional staff salaries
- Capital projects (building, remodeling, etc.)
- Any activities or expenses not included in the original application proposal
- Tuition and course fees
- Grant in aid (scholarships, stipends, grants, etc.)
- Retroactive funding without consent of the Fee Advisory Committee
- Travel expenses for faculty and staff (it is critical for faculty/staff members to travel; the university should fund this expense)