

ALLOWABLE EXPENSES ON MASTERS ADVISING FEES

While not an exhaustive list, these are generally considered to be directly related to master's student advising.

- Portion of Academic Advisor/Counselor Salaries and benefits directly related to master's student advising.
- Students advising appointments
 - Degree Plan appointments
 - Class Registration
 - Working with VA office for certification of classes (degree plan)
 - Student using GI Bill or Hazelwood program to pay for classes; VA Office required degree plan from student
 - Some advisors have split time between undergraduate and master's advising – salary should be funded as appropriate.
- Advisor training and professional development activities directly related to master's student advising functions.
 - This includes travel expenses to these events
- Equipment and supplies necessary for an advisor to conduct his/her advising duties (e.g. computer)
- Printing and copying services for advising materials
- Marketing Materials for Advising events for registered master's students
- Travel to other UNT campuses for master's advising

ITEMS NOT ALLOWABLE ON MASTERS ADVISING FEES

- Any expense related to recruiting
 - On campus or off campus conferences for the purpose of recruiting
 - Orientation
 - Preview Days
 - Swag items for recruiting events
 - Information sessions (Lunch and Learns)
 - Updating Flyers/marketing material/website
- Advising Office Renovation
- Any other expenses that do not directly relate to advising master's students. (e.g. a GSA for the advising office)