Marriott Professional Development Application Review Checklist

Note to Reviewers:
Applicants who are **presenting, speaking, or serving in a leadership role** at a conference will be considered **priority for funding** over applicants attending only. The committee will review all applications; however, due to **limited funds**, some applicants may be asked to **reapply at a later date**.

Applicant Name: _____

Reviewer: _____

Date: _____

1. Funding History

[ ] Has the applicant previously received Marriott Professional Development funding?
[ ] Yes (list year(s) and amount(s)): _____
[ ] No

2. Budget Accuracy & Totals

[ ] Do the budget totals match the amounts requested?
[ ] All calculations reviewed for accuracy (subtotal, per diem, registration, travel, lodging).
[ ] No discrepancies between budget table and narrative.

3. Concur Report & Per Diem

[ ] Concur report provided.
[ ] Per diem rates align with Concur report estimates.
[ ] Justification for meals, lodging, or other expenses is reasonable.

4. Other Funding Sources

[ ] Applicant disclosed whether other funding sources are being used (department, college, external grants, personal funds).
[ ] Amounts from other sources listed clearly.
[ ] Marriott funds are not duplicating other sources (no double-dipping).

5. Non-Allowable Expenses (Verify none are included)

[ ] Students' travel is NOT included.
[ ] No personal travel included.
[ ] Airport parking limited to minimum fee ($12/day at SLC airport).
[ ] No rental cars included.

6. Overall Compliance & Eligibility

[ ] Applicant meets eligibility requirements for Marriott funds.
[ ] Application is complete and signed.
[ ] No policy violations identified.

Reviewer Notes:

_____
_____

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Decision:

[ ] Approve for funding
[ ] Approve with modifications/conditions
[ ] Deny funding