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 a **priority for funding** over applicants who are only attending a conference. The committee will review all applications; however, due to **limited funds**, some applicants may be asked to **reapply at a later date**.

For more travel information, please visit this [link.](link)

Applicant Name: _____
Reviewer: _____
Date: _____

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1. Funding History

☐ Has the applicant previously received Marriott Professional Development funding?

☐ Yes (list year(s) and amount(s)): _____. Funding cycles are from July to June of each year. Funding awarded will be counted from the award date and not the actual date of travel. (Ex: If you are awarded $ in September, you will not be eligible to apply again until July of the following year.)

☐ No

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2. Budget Accuracy & Totals

☐ Do the budget totals match the amounts requested?

- ☐ All calculations reviewed for accuracy (subtotal, per diem, registration, travel, lodging). For departments that have multiple faculty attending the same conference, make sure there is consistency across applications.

- ☐ 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 are listed clearly.

- ☐ Marriott funds are not duplicating other sources (no double-dipping).

5. Non-Allowable/Limited Expenses

- ☐ Students' travel is **not** included.

- ☐ No personal travel included. If you have personal travel, a flight cost comparison must be provided showing: (1) travel for conference dates only, and (2) travel including personal days. Reimbursement will be based on the lower of the two fares.
- ☐ Airport parking is limited to a **minimum fee ($12 max per day at SLC airport)**.

☐ Rental cars are not commonly approved for travel. The exception would be if the conference location is a distance away from the airport that would be an excessive cost for ride share or if ride share is not widely available. If either of these are the case, the committee will discuss the exception to allow a rental car. State contract must be used to book rental cars (refer to the link provided). Rental cars are not to be used for personal travel days.

https://www.weber.edu/financialservices/travelinfo.html

6. Overall Compliance & Eligibility

☐ Applicant meets eligibility requirements for Marriott funds.

☐ Application is complete and signed.

☐ No policy violations identified.

Reviewer Notes:

Decision:

☐ Approve for funding

☐ Approve with modifications/conditions

☐ Deny funding