

THE WEXNER FOUNDATION

WEXNER ALUMNI MENTORING PROGRAM

MENTORING ENRICHMENT FUNDS COST PARAMETERS

Below are the general categories with estimated amounts, any questions about expenses or pre-approval should be addressed to Or Mars.

Expense Category	Details/Notes	Cost Range
Flights	Round-Trip, Economy airfare to a destination <i>Book in advance, choose a flight that allows you to bring a carry on and choose your own seat.</i> <i>*Checked bags when flying – 1 bag up to \$40</i> <i>Note: We do not reimburse for E-Credits or Miles</i>	\$200-800
Hotels	Accommodations per night. <i>Basic room- 1 King or 2 Queen typically. No Suites, Consider the proximity to venue</i>	\$100-300
Meal Per Diem	Daily Allowance for Meals, when traveling during mealtime. <i>Breakfast: \$10, Lunch \$20, Dinner \$30</i> <i>*No receipt necessary*</i>	\$10-30
Meals with Mentors	When approved in advance, we allow you to have a reasonable meal (nice, but not luxurious) with your mentor. <i>We do not reimburse for any alcoholic beverages</i> <i>*Itemized receipt is required*</i>	\$30- <u>120</u>
Ground Transportation	Taxis, Rideshares or public transportation	\$20-50 per ride
Mileage	Reimbursement for personal vehicle use <i>You are responsible for your own gas, tolls, and other travel expenses. We do not provide any mileage on rental vehicles.</i> <i>*Google Map or similar with all mileage noted is required for reimbursement with start and end locations*</i>	\$.62 per Mile
Rental Car	Reimbursement for pre-approved rental vehicle <i>Provide gas receipts for reimbursement.</i> <i>Additional insurance not reimbursed. You are responsible for Tolls and any other related fees</i> <i>We do not reimburse any vouchers.</i>	\$30-60 per day
Incidentals	Tips <i>Housekeeping for hotel room: \$5/day</i> <i>Meal tipping: 18-20%</i>	\$5-50 per day
Internet Access	Wi-Fi costs at hotels, venues or flights <i>When Wi-Fi is not provided and you need access, you can upgrade your service</i>	\$10-20 per day
All other Expenses or Variations of above categories	Must be approved by Or Mars in advance by email.	TBD