



PROVOST OFFICE DINING WITH STUDENTS POLICY

The Office of the Provost administers a limited fund to support full-time faculty and staff members entertaining students over meals.

Guidelines for Reimbursement:

- You may be reimbursed for up to \$20 per person, with a \$340 maximum for a class/group of 16 plus instructor. Contact the Associate Provost for Academic Integration ([Carol Parish](#)) in advance to request additional funds.) No more than one meal reimbursement per class/group per semester.
- The meal may be in a faculty/staff member's home or at a restaurant;
- Funds are expended on a first-come, first-served basis;
- Does **NOT** apply to advisor/advisee meals. Advisee meals are reimbursed through the [AARC](#).

To Seek Reimbursement:

Submit an Expense Report through [Chrome River](#), the UR expense management system. The report will be sent electronically to Dr. Parish for approval. Use the following index and account codes:

Index: **V10019**

Account: **7903**

Please make sure that you also include the following in your report:

1. Event description
2. Names of Attendees

(Remember that there are no reimbursements for alcohol.)

More information about Chrome River may be found [here](#).

For Questions:

Please contact Barb Michelson at barb.michelson@richmond.edu or 804-287-6574