



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 Student Academic Initiatives [sjohnson@richmond.edu] 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 (<https://advising.richmond.edu/advisors/meeting/dining.html>).

To Seek Reimbursement:

Contact the Associate Provost for Student Academic Initiatives (sjohnson@richmond.edu) in advance and provide the following:

1. Event description
2. Attendees
3. Faculty/staff member's University ID number
4. Submit the ORIGINAL, itemized receipt/s. (No alcohol reimbursements)

For Questions:

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