PROVOST OFFICE
DINING WITH STUDENTS POLICY

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

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. 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 Approval and Reimbursement:

1. **E-mail Rose Nicholson**, with the following details:
   a) Purpose of meal
   b) Total number of students you’re requesting reimbursement for
   c) Total requested amount for reimbursement ($340 maximum for a class/group)
   *Remember that there are no reimbursements for alcohol.*

2. Once approved, submit an Expense Report through Chrome River (with applicable receipts) to include the following:
   1. Course #
   2. # of students
   3. Names of attendees
   4. Amount Requested
   5. Event description
   6. In description, please include “approved by Rose Nicholson via email.”
   7. Charge to Index: **V10019** (account code is 7903 for your own internal tracking)

The report will then be sent electronically to Carol Parish, Associate Provost for Academic Integration for final approval.

Questions: Rose Nicholson or 804-484-1604.