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 Reimbursement:

1. E-mail Administrative Specialist, Gina Flanagan, to provide the following details:
   a. Purpose of meal
   b. Total number of students you’re requesting reimbursement for
   c. Total request for reimbursement
2. 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 Gina Flanagan at grakes@richond.edu or 804-287-6357.