Overview
Funds are available to facilitate regular meetings over lunch (or breakfast, coffee, etc.) between course heads and their instructional support staff (teaching fellows, teaching assistants, and/or course assistants) to discuss course-related matters for an individual course. See Guidelines below for eligibility. The funds may only be used for food/beverage expenses and are simply a contribution to meals or snacks; they may not always cover the full cost of the gathering.

Guidelines
- To be eligible for these funds, faculty and TFs, TAs, and/or CAs must meet for a minimum of 6 meetings each term
- Attendees must include the instructor.
- Course heads may be reimbursed up to a maximum of $12.50 per person (including the course head him- or herself) per meeting, for up to 15 meetings for the term.
- These funds are to be used only for regular course-related instructional support staff meetings between course heads and his/her TFs, TAs, and/or CAs to help cover the cost of food/beverages. Other types of instructional or staff meetings (e.g., section meetings, one-on-one meetings with students/instructors, year-end gatherings, etc.) cannot be charged to this fund.
- Instructional lunch funds may not be used to purchase alcohol, and may not be used to pay for expenses outside of the provision of food and non-alcoholic beverages (such as transportation, office or meeting supplies, etc.).

Reimbursement Process
- Course heads seeking reimbursement for expenditures must submit their receipts—within 90 days of the transaction—to the Administrator in the department in which the course is offered.
  - Please note: faculty should submit their receipts to you (the administrator), not to the Office of Undergraduate Education.
- Faculty teaching in the Program in General Education should contact their general office e-mail at gened@fas.harvard.edu for reimbursement instructions.
- Faculty need to keep track of the amount they are spending as the semester progresses. The funds are simply a contribution to meals or snacks; they may not always cover the full cost.

Billing, 33-digit Code Information
Instructional Lunch Fund reimbursements and charges should use the following*:
- Object codes typically fall within one of these areas: 6570, 7655, 8060
- Fund: 000780
- Activity: 600380

*Tub/Org/Subactivity/Root: please use your department’s information accordingly.
The FAS Office of Finance has helpful object code information on their website.

BUSINESS PURPOSE/DESCRIPTION: We ask that you include in the business purpose description the faculty’s last name, the course number, the total number of teaching staff present for the meeting, location, “ILF mtg.” so that the expense is identified as an Instructional Lunch Fund (ILF) meeting. For example: Smith^EPS31^5TFs^1faculty^Starbucks^ILF mtg

Questions? Please contact Lauren Raece at the Office of Undergraduate Education (raece@fas.harvard.edu or 617-384-7477).