Overview
The Office of Undergraduate Education provides funds 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 during the term.

Guidelines and Eligibility
• Attendees must include the course’s faculty instructor.
• Faculty and their TFs, TAs, and/or CAs must meet for a minimum of 6 meetings/term.
• Faculty may be reimbursed up to $13.00 per person, per meeting, for up to 15 meetings/term.
• Food/snacks purchased for regular, course-related instructional support staff meetings between course heads and his/her TFs, TAs, and/or CAs are eligible for the ILF funds to help cover the cost of food/beverages.
  o Not eligible:
    ▪ Other types of instructional or staff meetings, e.g., course section/lab meetings, course meetings/events with students, year-end gatherings, etc.
    ▪ Expenses outside of the provision of food and non-alcoholic beverages e.g., transportation, office or meeting supplies, books, alcohol, etc.

Reimbursement Process
• **Department Courses**: Faculty submit receipts to their department administrator in the department in which the course is offered (not to the Office of Undergraduate Education) within 90 days of the transaction as per FAS policy.
• **Program in General Education Courses**: Faculty teaching a Gen Ed course should contact gened@fas.harvard.edu for reimbursement instructions.

Billing, 33-digit Code for Reimbursements and Charges, Please Use
• Typical food/beverage object codes: 6570, 7655, 8060
• ILF Fund: 000780
• ILF Activity: 600380
• Tub/Org/Subactivity/Root: use your department’s information.
• **Budget Tracking**: Faculty and departments are responsible for tracking spending as the semester progresses. The funds are a contribution to meals or snacks; they may not always cover the full cost and departments are responsible for any overages.

Business Purpose/Description Must Include:
• Faculty’s last name,
• Course number,
• Total number of teaching staff present for the meeting,
• Location,
• “ILF mtg”
  Example: Smith^Math 123^5 TFS^1 faculty^Starbucks^ILF mtg

Questions? Contact Candice Wesson, Office of Undergraduate Education (cwesson@fas.harvard.edu or 617-496-8516), https://oue.fas.harvard.edu/