

# Instructional Lunch Fund

Academic Year 2021-22

Updated July, 2021

## 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.
- Meetings must be held in-person.
- Faculty and 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 TFs, TAs, and/or CAs are eligible for the ILF funds to help cover the cost of food/beverages.
  - **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.
    - Remotely-held meetings.

## Reimbursement Process

- **Department Courses:** Departments are responsible for processing ILF reimbursements, so faculty should follow their department's regular reimbursement procedure.
- **Program in General Education Courses:** Faculty teaching a Gen Ed course should contact [gened@fas.harvard.edu](mailto: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
- The description: "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](mailto:cwesson@fas.harvard.edu) or 617-496-8516), <https://oue.fas.harvard.edu/>