

Instructional Meeting Fund

Instructional Meeting Fund (Previously Instructional Lunch Fund)

Academic Year 2023-24 - Updated January 2024

Overview

The Office of Undergraduate Education provides funds to facilitate regular meetings with food/drinks provided 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**.
- Reimbursee can be reimbursed **up to \$15.00 per person, per meeting**, for up to 15 meetings/term.
- Best practice is to have 1 person cover the cost for that week's meeting and submit the reimbursement.
- Food/snacks purchased for regular, course-related instructional support staff meetings between course heads and TFs, TAs, and/or CAs are eligible for the IMF 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

- Reimbursements for TFs will be done through **Buy2Pay**. If you are not already registered in Buy2Pay, or if you are not sure, please reach out to genedcourses@fas.harvard.edu (<mailto:genedcourses@fas.harvard.edu>) so that we can invite you or double-check your status.
 - TFs must send itemized receipts along with a completed [Non-Employee Reimbursement Form. \(https://travel.harvard.edu/files/procurement-travel/files/nonemployee_reimbursement_form_digital_signature_v1.pdf\)](https://travel.harvard.edu/files/procurement-travel/files/nonemployee_reimbursement_form_digital_signature_v1.pdf)
- Reimbursements for Faculty and TAs will be done through **Concur**. [Instructions for Concur setup can be found here](#)

https://adminops.fas.harvard.edu/files/fasadministrativeoperations/files/concur_setup.pdf).

- When your report is ready to submit, please send it to Marcy Holabaugh (marcy_holabaugh@harvard.edu (mailto:marcy_holabaugh@harvard.edu)) for approval.
- Per federal reimbursement guidelines, reimbursements must be submitted *within 90 days* of being incurred, or else the reimbursement will be treated as taxable income.

Billing, 33-digit Code for Reimbursements and Charges

- Tub: 370
- Org: 32155
- Object: 7655
- Fund: 000780
- Activity: 624103
- Subactivity: 9 + last 3 of your course number (ex., 9001 for GENED 1001)
- Root: 00000

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:

Please include the following on either your Concur report (faculty & TAs) or Non-Employee Reimbursement Form (TFs):

- Faculty's last name
- Course number
- Meeting date (MM/DD/YY)
- Total number of teaching staff present for the meeting
- Location
- The description: "IMF mtg" Example: GENED ##### Name^MM/DD/YY IMF for 5 TFs & 1 faculty^Starbucks

Questions? Contact Jo Fletcher and Ashlyn Jackson, Course Coordinators for Program in General Education, at genedcourses@fas.harvard.edu (<mailto:genedcourses@fas.harvard.edu>) or 617-495-2563.