

**FACULTY ENTERTAINMENT OF STUDENTS
REIMBURSEMENT REQUEST FORM
2015-2016**

GUIDELINES:

- **ELIGIBILITY:** Full-time faculty members with rank of instructor and above are eligible for reimbursement for hosting students enrolled in their courses and/or academic advisees. Faculty Fellows in Brown, IRC, or Hereford Residential Colleges may also be reimbursed for hosting students from the respective residential colleges.
- **REIMBURSEMENT LIMITS:** Reimbursement from the fund will be approved by the Office of the Dean of Students in an amount up to \$100 for one occasion per course per semester. Reimbursement to an individual faculty member may not exceed one occasion per course during the fall and spring semesters, J-term, and summer session. Only one instructor per course may submit a request for reimbursement. For a class with enrollment of forty or more students in one section, faculty may host up to **two** sub-groups of the class with each occasion eligible for the full reimbursement. Hosting of the class in these instances will be considered as one occasion. This special provision does not extend to hosting advisees.
- **RECEIPTS:** Original, itemized receipt(s) with only reimbursable expenses must accompany the request form. **ONLY** food/beverages and food service items are reimbursable.
- **LOCATION:** Reimbursement will be approved for hosting only in the faculty residence, in a University Dining Service location, in a University location or for attendance at a University sponsored play or musical performance. (Note: Corner and Downtown restaurants do not meet the guidelines.)
- **ALCOHOL POLICY:** In keeping with the Alcohol and Drug Task Force Report and the University Alcohol Policy, alcohol should not be provided at social activities attended by underage students. For this reason, reimbursement requests for purchases of alcohol served at social occasions for students of undergraduate courses will not be accepted.
- **SEMESTER & SUBMISSION DEADLINE:** Reimbursement requests must be submitted within 30 days of the date on receipt(s); receipt(s) over 30 days will be denied and returned.

Requests for reimbursement will be processed if all of the above requirements are met and if funding is available. Please note that there is limited funding for this program and reimbursement is not guaranteed.

PLEASE PRINT OR TYPE

Date Submitted _____ Computing ID _____

Name _____ Email _____
(First) (MI) (Last)

Home Address _____ Zip Code _____

Academic School _____ Faculty Rank _____ Full time? Y / N
(circle one)

Date of Occasion _____ Location of Event _____

GRADUATE COURSE

Number and Name _____

Number of Students Entertained _____

UNDERGRADUATE COURSE

Number and Name _____

Number of Students Entertained _____

AMOUNT REQUESTED FOR REIMBURSEMENT _____

(Please attach **ORIGINAL ITEMIZED RECEIPT** for purchases)

FACULTY SIGNATURE

SUBMIT TO: ELSPETH SPLAUN (es5va, x47427)
OFFICE OF THE DEAN OF STUDENTS
P.O. BOX 400708, PEABODY HALL – SECOND FLOOR
CHARLOTTESVILLE, VA 22904-4708

For Office of the Dean of Students Use Only:

_____ Approved Payment Voucher # _____

_____ Not Approved (State Reason) _____

Approval Signature _____ DATE _____