

Student-Faculty Meals Program

Overview

The Wharton School encourages faculty to invite their students to a meal where they can share ideas and perspectives outside of the classroom. This is available to all members of the standing and non-standing faculty in a semester in which they teach. Participating students must be enrolled in the class. This program is not available during summer sessions.

Organizing the Meal

To arrange a meal with students, faculty may schedule directly with students; work with an academic representative in the class; or place a "sign-up sheet" on the course website (webCafé or Canvas). Contact the Courseware team at courseware@wharton.upenn.edu for help with setting up a sign-up sheet as part of the course site.

There must be from three (minimum) to seven (maximum) students at a meal (breakfast, lunch, or dinner) with each faculty member (so, from six to fourteen students if two faculty members attend the same gathering, etc.).

This program covers undergraduate and MBA students. Both may be included at the same gatherings.

Spending Guidelines

The amount spent per faculty will vary, largely dependent on the number of students enrolled in individual classes and the number of times a faculty member elects to organize meals with students.

Spending limits for the program, which include taxes and tips, are as follows:

\$25 per person for breakfasts and lunches

\$50 per person for dinners

Additional amounts may be reimbursed through faculty member funds such as DARTS, if available, up to allowable University maximums for meals.

Faculty are reimbursed for meals in restaurants, as well as catering/expenses for meals offered to students in their homes. Catering services require a University purchase order.

Faculty are encouraged to enjoy the benefits of this program and to use good judgment in the appropriate use of School funds.

Reimbursement

Faculty will be reimbursed for the cost of their own meal as well as those of the undergraduate or MBA students.

Submit original itemized receipts through the department as with other entertainment expenses. Business Administrators have been given instructions for processing these requests for reimbursement.

The request must include the names of those attending the meal and whether the students are in the undergraduate or MBA program. The purpose should be listed as "Wharton Faculty-Student Meals Program." The sign-up sheet, if used, can be printed out and used for this documentation.

Restrictions

Standard University policies apply regarding alcohol. In general, this means that alcohol can only be reimbursed for dinner gatherings at which no undergraduates are present. Alcohol is not reimbursable under this program unless it is consumed with a dinner meal. Lunch meals with alcohol and happy hours with no food are not eligible for this program. The purchase of alcoholic beverages must be consistent with University policy and should be kept reasonable.

Meals with teaching assistants, guest speakers, consultants, former students and visitors are not reimbursable under this program.