

Faculty-Student Meal 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 program is available to all standing and non-standing faculty as well as adjunct/visiting/lecturers so long as they are the instructors of the students attending the meal. This program is not available during summer sessions.

Concur Guidelines

1. A minimum of 3 students and a maximum of 7 students are allowed at each meal. Any variance from this range requires an email authorization from Ellen Furxhi at the Deputy Dean's Office. The approval email should be included as an attachment to the Concur Report.
2. Meals that include guest speakers, teaching assistants, consultants, former students, and visitors are not eligible for the Faculty-Student Meal Program.
3. Concur Expense Type for Faculty-Student Meals should always be "Entertainment – Other." For type of travel, select "Non-Travel Expense." Meals should not be charged on a Purchasing Card. Bank of America or personal credit card is the best method.
4. Use ORG 0744, FUND 000000, and PROG 1524 with the faculty member's CREF.
5. For student attendees, please list faculty member's course name and number and whether grad or undergrad. Students from outside Wharton (SAS, Engineering, etc.) are allowed to participate so long as they are currently enrolled in the Wharton class.
6. Make sure to submit an itemized meal receipt, per Wharton policy. Summary credit card slips are not acceptable. If a detailed receipt is not provided, a Missing Receipt Affidavit is required. Some restaurants are able to fax or email detailed meal receipts upon request.
7. Alcohol is allowable for MBA/doctoral students only and must stay within the FSM Program per person cost limits of \$35 for lunch and \$75 for dinner inclusive of tax and gratuity. No alcohol can be reimbursed at meals where undergrads are present. Alcohol is not reimbursable under this program unless it is consumed with a dinner meal. Lunch meals with alcohol or happy hours with no food are not eligible for this program. For BYO [Bring Your Own] restaurants, per University policy, alcohol must be purchased in Pennsylvania and according to the following University [guidelines](#), in order to be reimbursable.
8. If the faculty member goes over the meal limits (\$35 lunch, \$75 dinner), please provide a DARTS account number to cover the overage. If the meal goes over the UNIVERSITY spending limits (\$35 breakfast or lunch, \$80 dinner), the overage is non-reimbursable.
9. Reimbursements that total >\$500 must have a Supplemental Approver. The department chair serves as the Supplemental Approver for faculty. Please note the Supplemental Approver in the report header if one is needed.
10. Victoria McManus should be a User-Added Approver on the Concur report.
11. If you have questions, please email finadmin-helpspot@wharton.upenn.edu