

# Instructional Meeting Fund

(Previously Instructional Lunch Fund)

Academic Year 2025-26

Updated July, 2025

## 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.
- Faculty may be reimbursed **up to \$15.00 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 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

- **Department Courses:** Departments are responsible for processing IMF 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
- IMF Fund: 000780
- IMF 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: "IMF mtg"  
Example: Smith^Math 123^5 TFs^1 faculty^Starbucks^IMF mtg

**Questions?** Contact Candice Wesson, Office of Undergraduate Education ([cwesson@fas.harvard.edu](mailto:cwesson@fas.harvard.edu)), <https://oue.fas.harvard.edu/>