



Academic Advising Resource Center

ACADEMIC ADVISING RESOURCE CENTER DINING WITH ADVISEES POLICY

The Academic Advising Resource Center (AARC) administers a limited fund to support full-time faculty and staff members entertaining advisees over meals. This kind of informal contact can be particularly helpful in developing trust, raising important questions, and taking care of advising business. You may be reimbursed for up to \$20 per advisee/per semester.

You are welcome to join your advisee(s) in for a meal at any campus dining location. To have a meal at the Heilman Dining Center, simply stop by and pick up a gray card from us in the AARC (Boatwright Admin Wing, Suite 2) before you go, and your meal will be covered. Note that since most all first- and second-year students are on meal plans, the card is usually only needed to cover your meal costs. If you are taking upper-level advisees who are not on a meal plan to the dining center, you may include their meal costs on the gray card as well. **Please write your name and the name(s) of your advisee(s) on the back of the gray card.**

If you choose to take an advisee, or group of advisees, to a dining location other than DHall (including off-campus dining locations), we will reimburse you. To seek reimbursement, please submit an expense report through [Chrome River](#), the UR online expense management system, and allocate as follows:

Expense Type: **MEALS/ENTERTAINMENT > HOSPITALITY/RECEPTIONS/LOCAL STUDENT MEALS**
Index: **6033**

The report will get sent electronically to the AARC for approval. **Important: make sure that you include the names of the advisee(s) in your report.** More information about Chrome River may be found [here](#).

Please note that these AARC funds are for dining with ADVISEES ONLY, and this policy does NOT apply to class/group meals; such meals are reimbursed through the Provost's Office. To view the Provost's policy on dining with students, please click [here](#).

Have questions? Contact Andrea Vest at avest2@richmond.edu or 804-287-6574.