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 and answering 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) for a meal at any campus dining location. To do so, simply stop by and pick up a gray card from us in the AARC (Boatwright Admin Wing, Suite 2) before you head to the campus location, and your lunch 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.

If you choose to take an advisee, or group of advisees, off campus and pay for the meal, we will reimburse you. To seek reimbursement, please provide the following to the AARC:

1. Advisee(s) in attendance
2. Faculty/staff member’s University ID number
3. Submit the ORIGINAL, itemized receipt/s. (no alcohol reimbursements)

If the charges are less than $50.00, a Petty Cash Form will be prepared and returned to you. Reimbursement will be made by presenting the Petty Cash Form and original receipts to the Cashier’s Office (located on the third floor of the Queally Center). The Cashier’s Office hours of operation are 9:00 a.m.–3:00 p.m., Monday–Friday.

If the charges are greater than $50.00, a Check Request Form will be prepared, sent to you for your signature, and then forwarded by you to Accounts Payable. Reimbursement will be made through automatic deposit into the advisor’s bank account.

Please note that these AARC funds are for dining with ADVISEES ONLY, and this policy does NOT apply to class/group meals. These meals are reimbursed through the Provost’s Office. (https://provost.richmond.edu/policies/Dining-With-Students-Policy-Final_rev-Aug-19.pdf).

For Questions:
Please contact Barb Michelson at barb.michelson@richmond.edu or 804-287-6574.