

**FACULTY ENTERTAINMENT OF STUDENTS  
REIMBURSEMENT REQUEST FORM**

**GUIDELINES:**

- Only full-time faculty members with rank of assistant professor and above are eligible for reimbursement for hosting students enrolled in their courses and/or academic advisees-(President's Guidelines). Faculty Fellows in Brown, IRC, or Hereford Residential Colleges may also be reimbursed for hosting students from the respective residential colleges.
- Reimbursement from the fund will be approved by the Office of the Dean of Students in an amount up to \$100 per occasion, with reimbursement to an individual faculty member not to exceed one occasion per course during the fall and spring semesters, J-term, and summer session. Original *itemized* receipt with only reimbursable expenses (no personal expenses, please) must accompany the request form.
- Reimbursement will be approved for hosting only in the faculty residence, in a University Dining Service location, in a University location or for attendance at a University sponsored play or musical performance. (Note: Corner restaurants do not meet the guidelines.)
- For a class with enrollment of forty or more students in one section faculty may host up to three sub-groups of the class with each occasion eligible for the full reimbursement. Hosting of the class in these instances will be considered as one occasion. This special provision does not extend to hosting advisees.
- In keeping with the Alcohol and Drug Task Force Report and the University Alcohol Policy, alcohol should not be provided at social activities attended by underage students. For this reason, reimbursement requests for purchases of alcohol served at social occasions for students of undergraduate courses will not be accepted.
- Reimbursement forms should be submitted as soon as possible following the event. **Requests cannot be honored after the following dates:**

Fall semester - December 31  
J-Term - January 31

Spring semester - May 31  
Summer session - August 31

**PLEASE PRINT OR TYPE**

Date Submitted \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Last four digits of SS# \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Academic School \_\_\_\_\_ Faculty Rank \_\_\_\_\_ Full time? Y / N  
(circle one)

Date of Occasion \_\_\_\_\_ Location of Event \_\_\_\_\_

**GRADUATE COURSE**

Number and Name \_\_\_\_\_

Number of Students Entertained \_\_\_\_\_

**UNDERGRADUATE COURSE**

Number and Name \_\_\_\_\_

Number of Students Entertained \_\_\_\_\_

AMOUNT REQUESTED FOR REIMBURSEMENT \_\_\_\_\_

(Please attach *original itemized receipt* for purchases)

\_\_\_\_\_  
FACULTY SIGNATURE

SUBMIT TO: CHARLOTTE POWELL, OFFICE OF THE DEAN OF STUDENTS  
P.O. BOX 400708, PEABODY HALL – SECOND FLOOR  
UNIVERSITY OF VIRGINIA  
CHARLOTTESVILLE, VA 22904-4708

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For Office of the Dean of Students Use Only:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved (State Reason) \_\_\_\_\_

Approval Signature \_\_\_\_\_ DATE \_\_\_\_\_