Faculty Mentoring and Support Program

Information and Guidelines

The Office of the Provost will provide funding for each mentoring and support team to have two meals together (lunch or dinner) each semester during the 2018-2019 academic year. Teams may dine at the restaurant of their choice and are responsible for making their own arrangements. We have budgeted $40 per meal for each faculty member so your efforts to stay within this limit are greatly appreciated. Please note that we cannot reimburse for alcoholic beverages.

To make this process as easy as possible, we recommend that one person per team pay for the full meal. That person will get reimbursed for everybody’s meals. This approach minimizes the problems that could result when each individual submits his/her own receipts.

When seeking reimbursement for a mentoring team meal, please submit the following items:
- Name of person seeking reimbursement and his/her employee ID number
- An itemized dinner or lunch bill from the restaurant
- A receipt showing the meal was paid with credit card and by who
- List of all attendees at the meal

These items may be scanned and sent by email or sent by campus mail to my office. Please direct all emails or correspondence to me (mtheriot@utk.edu) and note something like “faculty mentoring program” or “mentoring meal” in the subject line so I can direct it to the correct person for reimbursement.

If you have questions or concerns at any time, please do not hesitate to contact me. I wish you a productive and enjoyable meal.

Sincerely,
Matthew

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