



Penn Mentor Meals Program (at Home)

The Penn Mentor Meals Program includes an “at Home” hosting option for instructors and teaching assistants.

This program distributes funds directly to research accounts and departmental budgets to cover the costs of meals. After the meal concludes, departmental business administrators coordinate a Concur reimbursement directly with instructors.

Below are additional details about the program and instructions on how to participate.

Guidelines

- All sponsorship requests must be approved by Troy Majnerick (contact info below) prior to the meal
- All funding will be journaled into a 26-digit Penn Faculty Research or Departmental Account
- Reimbursements should be coordinated by the department receiving the funds
- For auditing purposes, itemized grocery or catering receipts must accompany the reimbursement request
- Credit card receipts for the total cost without itemization will not be reimbursed
- No reimbursement forms (i.e. President’s Fund, Instructor Hosing a Class, etc.) will be accepted

Eligibility

- Instructors and teaching assistants of current classes, in any Penn undergraduate, graduate, and/or professional school, are eligible for this program.
- A class may use this option only once per semester, although an instructor may host smaller groups of students as long as no student participates more than once.
- Reimbursements will be funded up to \$15 per attendee to cover all expenses (i.e. drinks, food, supplies, etc.)
- Events hosted in locations besides a private home without prior approval are not eligible. (Please note – [University guidelines](#) do not allow eating or drinking in classrooms.)
- Summer and winter session classes are not eligible for this program.

Participation & Approval Process

- Email Troy Majnerick (troy2@upenn.edu) with the following information:
 - Date, time, and location of meal
 - Total number of guests attending the meal (include instructors, TAs, students, guests, etc.)
 - Business Administrator’s Name, Email, and Phone Number that will coordinate Concur reimbursement
 - 26-digit Penn research account or departmental budget code (*can be provided by Business Administrator*)

Other Meal Options

- [Penn Mentor Meals Program](#): Lunch in [University Club](#), Inn at Penn, Dinner in [Dining Cafes](#)
- [Quaker Kitchen](#): Dinner in Gutmann College House. Contact Ray Franckewitz for details – rayf@upenn.edu

Questions?

Troy Majnerick
Associate Director, NSOAI
troy2@upenn.edu
Ph: 215-573-1218