Wharton Mentoring Meals Program

In recognition of the importance of mentoring junior faculty and in order to facilitate mentoring in informal settings, the Dean’s Office, at the recommendation of the Committee on Faculty Attraction and Retention, has set up a fund so that mentors and mentees can share a meal together.

Every mentor/mentee combination will be allotted a total of $160 per academic year for meals (e.g., one dinner where the entire budget might be spent, or a few lunches or dinners over the course of the year). While the preference is for one-on-one mentoring, if a mentor has more than one mentee and wishes to include all mentees at a single meal, he or she may do so. The annual funding is restructured in these cases to a maximum of $80 per person, per academic year.

To stay in compliance with the university meal policy, the cost of each meal should not exceed $35 per person for lunch and $80 per person for dinner (including taxes and gratuity).

Another important thing to know is that under University reimbursement rules, faculty cannot be reimbursed for alcohol consumed during these meals. Therefore, any alcohol purchased at a meal between a mentor and mentee will have to be paid for from personal funds.

In order to seek reimbursement, please submit original itemized receipts through your department as you do with other travel and entertainment expenses using Concur. You should also include the names of the attendees. The expense type for Mentoring Meals should always be “Entertainment – Other” and for type of travel, select “Non-Travel Expense.”

Your Business Administrator has been given instructions for processing these requests for reimbursement.