Instructional Lunch Fund Guidelines and Tips

The Office of Undergraduate Education’s Instructional Lunch Fund is available to facilitate regular meetings over lunch (or breakfast, coffee, etc.) between course heads and their teaching staff to discuss course-related matters for a particular course. These funds may only be used for food/beverage expenses and are simply a contribution to meals or snacks; they may not always cover the full cost of the gathering. Included below are guidelines and suggestions for utilizing this fund.

- The Instructional Lunch Fund can be used only for regular instructional staff meetings. Other types of meetings (e.g., section meetings, one-on-one meetings with students/instructors, year-end gatherings, grading sessions, etc.) cannot be charged to this fund.
- To be eligible for the Instructional Lunch Fund, instructional staff must meet a minimum of 6 times and a maximum of 15 times each term, and these meetings must always include the instructor.
- Instructional staff may be reimbursed up to a maximum of $12.50 per person/per meeting, including any associated tips and fees. Unused funds from a previous session may not be rolled over to increase this average at a future meeting.
- Any member of the teaching team may pay for food/beverages and submit for reimbursement. (We have found courses have the most success rotating this responsibility among the staff).
- Instructional staff are responsible for tracking the amount they are spending as the semester progresses.
- These funds may not be used to purchase alcohol.
- Receipts and corresponding paperwork must be submitted within 90 days.

Teaching staff must submit a completed and signed Reimbursement Form, as well as provide a list of attendees and an itemized receipt to your Course Coordinator. Copies of these forms can be found on the Program in General Education website (https://generaleducation.fas.harvard.edu/forms) and at the front desk of the Program in General Education.
If you have a large group… Try Catering or Pizza!
Crimson Catering, Basil Tree Catering and S&S Catering have all been used frequently in the past. Local options like Pinocchio’s, Otto and Oggi’s Pizza are also popular among courses.

If you need delivery for a small group… Try Food Delivery Apps!
GrubHub, Door Dash and other services allow you to order meals from locations far beyond the Square to virtually any location on campus. When ordering, be sure to provide very specific directions regarding your building’s location and incorporate any delivery fees or tips into your per person average.

If you like dining al fresco… Try the Science Center Plaza!
Food Trucks serve food, year-round, for lunch and dinner at the Science Center. An up-to-date list of daily offerings is listed on the Campus Common Spaces website.

If you need morning meetings… Try the Smith Campus Center!
Nearly all of the restaurants in the Smith Campus Center are open by 8:00am, offering you flexibility with cuisine and lots of working space.

If you’d like to skip reimbursements… Try a Crimson Cash Card!
Crimson Cash Cards are accepted at various restaurants surrounding campus and at most of the on-campus dining halls (A current list of locations can be found on the Crimson Card website) These cards are pre-loaded with funds toward your first few meetings and refilled as you turn in receipts for previous sessions. Contact your Course Coordinator for more information on starting this process.

Resources
Harvard Square Business Association
https://www.harvardsquare.com/restaurants

Campus Common Spaces
https://commonsaces.harvard.edu/food-truck-schedule

Crimson Cash Website
https://cash.harvard.edu/