The University’s Host Your Class at Home Program Changed to Better Serve Penn Instructors and Students

Philadelphia, PA – July 1, 2016 – The Office of New Student Orientation and Academic Initiatives has instituted changes to the Host Your Class at Home program. Due to feedback from faculty, administrators, and students, the program will now distribute funds to research accounts and departmental budgets. This change will eliminate the need to spend funds out of pocket when hosting meals in residence. It will improve the post-event, reimbursement process. Details regarding the changes, eligibility, required information, and meal related options are below.

Changes as of 7/1/2016

- All funding requests must be submitted 3 business days prior to the meal
- All funding will be journaled into a 26-digit Penn Faculty Research or Departmental Account
- No reimbursements forms (i.e. President’s Fund, Instructor Hosing a Class, etc.) will be accepted
- If necessary, reimbursements may 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 are not acceptable.

Eligibility

- Instructors and teaching assistants of current classes, in any Penn 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.
- Instructors and teaching assistants can host a class once per semester in their own private home and be funded up to a certain amount per student (Refreshments $3, Lunch/Brunch $4, and Dinner $6).
- Events hosted in classrooms, restaurants, College Houses, or any other location besides a private home without prior NSOAI approval will not be eligible for funding
- Because of the dollar limitations, summer and winter session classes are not eligible

Required Information

- 26-digit Penn research account or departmental budget code
- Business Administrator’s Name, Email, and Phone Number
- Total number of students in the class

Other Related Programs

- Host Your Class at Penn: Instructors can take their class to lunch or dinner in one of the Penn Residential Dining facilities (1920 Commons, King’s Court English and New College Houses, or Falk Dining Café). Another location available for lunch only is Penn’s University Club (limit of 35).
- Take Your Professor to Lunch: Students can take their instructors to lunch in Penn’s University Club (limit of 4)

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