



A Professional Development Program
for Graduate Students and Postdoctoral Fellows
Offered by the Teaching Resource Center

Lunch Fund

As a TPT Participant, you have access to the Lunch Fund, an incentive for faculty members or graduate students you work with as a part of the TPT Program. Each participant may spend a total of \$60 from this fund within two academic years from your start in the program. You can choose how to spend portions of this fund to best meet the program's goals and requirements. You may decide to spend it on fewer, more expensive meals, or more, inexpensive meals. Or, you may decide to invite your Program Advisor to lunch, to take your peer observer out for coffee and dessert, or to schedule a lunch interview with a faculty member from a different institution in town for research or a conference, as you see fit.

The TRC cannot reimburse you for expenses paid out of pocket. Instead, use one of the options listed below:

- 1) To cover a lunch with a faculty member or graduate student colleague, you can use the Cavalier Advantage Card at on-Grounds dining facilities. To use,
 - Stop by the TRC to sign the card out and pick it up.
 - Select one of the restaurants. For an up-to-date list of dining options, visit <http://www.campusdish.com/en-US/CSMA/Virginia/Locations/>.
 - Present the card to the cashier, who will scan it as if it were a credit card.
 - Return the card and receipt to the TRC.

- 2) When dining with a faculty member, you can also go to the Garden Room, on the second floor of Hotel E (near Garrett Hall). The Garden Room is a faculty dining room run by the Colonnade Club and the food is usually quite good. It's open Monday-Friday from 11:30 a.m. - 2:00 p.m.
 - Before you go, stop by the TRC to sign the Garden Room card out and pick it up.
 - After your meal, tell the cashier that your lunches should be charged to the account for the Teaching Resource Center and present the Garden Room card, which contains all the purchasing information the cashier should need.
 - Sign the carbon purchase order the cashier fills out and take the green copy
 - Return the card and green receipt to the TRC.

In either case, return the receipt and card to one of the Program Administrators at the TRC, Hotel D, 24 East Range. Since you may be drawing from this fund over a two year period, please keep an updated record to include in your Dossier.

Name: _____ Date: _____ Amount: _____

Name: _____ Date: _____ Amount: _____

Name: _____ Date: _____ Amount: _____

Name: _____ Date: _____ Amount: _____

**Total Amount: _____
(not to exceed \$60)**