

# Tom Leonard Fund

(FOR OFFICE USE ONLY)

Account # \_\_\_\_\_ Date \_\_\_\_\_

Payable to \_\_\_\_\_ Amount \$ \_\_\_\_\_

Approval by Academic Programs \_\_\_\_\_

*The Tom Leonard Fund*, established by George P. And Wilma Fox Leonard, Macalester Class of 1927, in memory of their son, is to be used to enhance close faculty/student relations. It will reimburse faculty for expenses incurred for food and non-alcoholic beverages when entertaining students in faculty homes or on campus. To be reimbursed, you must report expenses and supply receipts with this form, and submit the form to [academicprograms@macalester.edu](mailto:academicprograms@macalester.edu) or the Academic Programs and Advising Office.

Reimbursement will be limited to \$15.00 per individual at each event. Approval for expenses related to departmental or divisional events must be obtained BEFORE the event.

Date of Event: \_\_\_\_\_

Location:

Faculty Member's Home       Language House       Other: \_\_\_\_\_

Number of Faculty \_\_\_\_\_ Number of Students \_\_\_\_\_

Description of Event:

Description of Expenditures (**Attach Original Itemized Receipts**):

Total Amount Spent \$ \_\_\_\_\_

Name \_\_\_\_\_

Macalester ID # \_\_\_\_\_

Department \_\_\_\_\_

(Please See Guidelines on Reverse Side)

# Tom Leonard Fund Guidelines

- Reimbursement is limited to \$15.00 per individual at each event.
- Departments may request reimbursement for no more than one large departmental student-faculty event per year such as a holiday lunch, spring picnic, etc.
- Individual faculty may use the fund multiple times during the year.
- Coaches of athletic teams are eligible to use this fund.
- Alcoholic beverages, paper products, flowers, etc. are not reimbursable.
- The terms of the endowment stipulate that restaurant meals are not eligible for reimbursement.
- This fund may not be used to provide food or beverages for regular class meetings, for treats during or after student presentations such as capstone or honors presentations, for meals on field trips or for other gatherings which students are required to attend. The event must be a purely social event and not connected to a class requirement. Contact Amal Mohamed, amohame4@macalester.edu, if you have questions about what is appropriate.
- The fund may not be used for events which involve community members outside of Macalester College.
- Descriptions of the event must be filled in on the reimbursement form and must clearly describe the event including when and where it was held and whether it was during class time or not.
- Do not use the department P-card for Leonard Fund purchases without prior approval.

Questions about the Leonard Fund should be directed to Amal Mohamed (x6036, amohame4@macalester.edu).