

# 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. It will also be used to reimburse faculty for expenses incurred when recruiting prospective students in the seven-county metropolitan area. To be reimbursed, you must report expenses and supply ORIGINAL RECEIPTS with this form, and submit the application to the Academic Programs and Advising Office.

Reimbursement will be normally limited to \$13.00 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

1. The Fund will be used to reimburse expenses related to entertaining students, preferably for events held in faculty homes or on campus. **Please note:** restaurant meals are not eligible for reimbursement.
2. The Fund will be used to reimburse expenses incurred by faculty while recruiting prospective students in the seven-county metropolitan area. Coaches of athletic teams are eligible to use this Fund.
3. The Fund **may not be used** for regular class meetings.
4. Reimbursement will be for food and non-alcoholic beverages only (no paper products, flowers, etc.) up to a limit of \$13.00 per individual. Exceptions to this limit must be approved in advance by the Assistant Provost.
5. Upon request to the Assistant Provost, reimbursement may be authorized in advance for a departmental or divisional social event such as a holiday party, spring lunch or end of semester party for the entire department/division. Each department is limited to one event per year.
6. Department P-cards **may not be used** for Leonard Fund purchases.
7. Please provide the **original itemized** receipt for your purchase.