Robin Forman  
*Senior Vice President for Academic Affairs and Provost*  
*Professor of Mathematics*  

January 13, 2020

Dear Colleagues:

For the upcoming spring semester, the Provost's Office will again sponsor the **Undergraduate Activities Fund**. Our goal with this initiative is to promote ongoing interactions among faculty and students – especially those early in their college careers - beyond the traditional in-classroom instruction. Toward that end, as in the past, we will provide funds only for courses at the **4000-level and below**.

Faculty **must** confirm the availability of funds for their activity as soon as possible by completing the Activities Fund Reservation form. Reservation forms are available on the Provost's website ([http://provost.tulane.edu/faculty-development/faculty-programs/uaf](http://provost.tulane.edu/faculty-development/faculty-programs/uaf)). Without a "reservation," we will not be able to reimburse your expenses. **Reservations must be received by Friday, January 17**. Reservations will be reviewed, and faculty informed of the availability of funds by Wednesday, January 22.

Faculty teaching full-time undergraduates at the **4000-level or below** may apply for a maximum of $150 per spring semester class to generate extra-curricular social events with their students. We encourage activities that take place outside the normal classroom setting, occur early in the semester, and create and support opportunities for faculty and students to engage in meaningful ways. These funds cannot be applied to pay for guest speakers, honoraria, or fixed or moveable equipment. We will not provide reimbursement for alcohol.

Some examples include:
- film screening and dinner at a professor’s home;
- swamp tour for an ecology class; or
- a field trip to examine local architecture for a design class.

Once the request has been approved, faculty should submit original, detailed receipts along with a completed reimbursement form no later than **Friday, May 1 OR within 30 days of the date of the expense, whichever is sooner**, to Kathleen Moises ([kwhite13@tulane.edu](mailto:kwhite13@tulane.edu)) in the Provost's Office using the web form on [http://provost.tulane.edu/faculty-development/faculty-programs/uaf](http://provost.tulane.edu/faculty-development/faculty-programs/uaf).

We will not accept forms and receipts submitted after the deadline, nor will we honor requests for reimbursement that have not received prior approval.

Thank you for your interest and participation,

Robin Forman  
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