



Instruction of Reimbursement for Meal-with-Your-Professor Program (Semester 1 of 2022-2023)

In order to apply for the reimbursement of Meal-with-Your-Professor Program smoothly and successfully, please prepare the following materials in advance:

- 1) the copy of the meal receipt (PDF/JPG/ JPEG/PNG);
- 2) a group photo with all participating students and the invited professor during the meal;
- 3) detailed information of participants (included invited professor's name, email address, other students' screenshots of WeCom Profiles)

Tips: Review the application again before you submit it (or save it if you haven't finished filling). Carefully review and make necessary changes on your application if the automatic application checker notice problems.

一、WeCom terminal (mobile and PC are workable)

- 1) Enter WeCom- Campus Services



- 2) Click on the button “ CTL_MYP”

二、PC terminal

- 1) Log in UIC Portal (sso.uic.edu.cn)
- 2) Find the “CTL” column in Services Center
- 3) Click on the button “Meal With Your Professor”

