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## **Instruction of Reimbursement for Meal-with-Your-Proffessor Program (Semester 2 of 2022-2023)**

In order to apply for the reimbursement of Meal-with-Your-Proffessor 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, screenshots of other participating students' WeCom Profiles if applicable)

**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 notices any problem.

### **1. WeCom terminal (mobile and PC are workable)**

- (1) Enter WeCom- Campus Services



- (2) Click on the button “ CTL\_MYP”

### **2. 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”



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