

**REQUEST FOR REIMBURSEMENT FOR STUDENT ENTERTAINMENT
2009-2010**

You may receive reimbursement for some of the expenses of entertaining students—either advisees or class members. The reimbursements are \$4.00 per person for meals, up to the limit of \$55.00 per event; and \$1.50 per person for snacks, up to the maximum of \$33.00 per event. There is a limit of one event per semester per group, i.e., you may invite your advisees one time and a group of students from your class(es) one time.

The deadline for requests for reimbursement is the final day of each semester.

If you are requesting reimbursement for a meal, you must list the names of the students attending.

Amount requested:	Date of Event:
Group (class, studio, advisees) There is a limit of one event per semester per group.	
Number of students:	Number of non-student guests:
Check one Meal:	Snacks:

If snacks, the number of students attending _____

If meals, list names of students attending _____

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | |
| 7. _____ | |
| 8. _____ | |
| 9. _____ | |
| 10. _____ | |

Name: _____

Campus Address _____

Signature

social security number

Please attach your receipts to this form and return to:
Dean Kathryn Stuart
Office of the Dean of Studies
Peters 205