REQUEST FOR REIMBURSEMENT FOR STUDENT ENTERTAINMENT

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.

<table>
<thead>
<tr>
<th>Amount requested:</th>
<th>Date of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Group (class, course number, studio, advisees)

<table>
<thead>
<tr>
<th>Number of students:</th>
<th>Check one</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meal:</td>
</tr>
<tr>
<td></td>
<td>Snacks:</td>
</tr>
</tbody>
</table>

If snacks, the total number of students attending __________________________

If meals, list total and names of students attending ______________________

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

| 1 | 9 |
| 2 | 10 |
| 3 | 11 |
| 4 | 12 |
| 5 | 13 |
| 6 | 14 |
| 7 | 15 |
| 8 | 16 |

Name: ___________________________  Campus Address________________________

PRINT PLEASE  Dept______________________________

Signature ______________________  T number _____________________________

Please attach your ORIGINAL receipts to this form and return to:
Jan Blanco
Office of the Dean of Studies
Peters 205