Academic Advisor Meal Form

First-year and sophomore advisors have a budget of $10 per person, per academic year, to treat advisees to a meal. For meals purchased at area restaurants, or for food purchased for a meal at your home, please submit a receipt with this completed form.

There is no need to submit a receipt for meals at the Faculty Club. Simply mention that you are with the DOC First-Year and Sophomore Advising Program, and they will charge the appropriate account.

Name: _____________________________________________
Department: ________________________________________
Box #: ____________
Date of meal: ________/_______/________
Location of meal: Area restaurant _____ Advisor home ______
Total cost (not to exceed $10 per person): _______ (Please include receipt.)

In order to receive reimbursement, the budget office requires that we submit the names of all participants in the meal. Please list the advisee(s) and Meiklejohn(s) who dined with you.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please submit this form and any receipts within one month of your meal to:

Heather Shalvey
Office of the Dean of the College
Box 1828
Brown University
Providence, RI 02806

We regret that reimbursements for meals at your home or at restaurants cannot be made without a receipt.