



Academic Advisor Meal Form

First-year and sophomore advisors have a budget of \$12 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 The College 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 \$12 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 Robichaud
The College
Box 1828
Brown University
Providence, RI 02912**

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