

## 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.

Amount requested:	Date of Event:
Name of Group (class, studio, advisees)	
Number of students:	Number of non-student guests:
Indicate one: Meal	Snacks:

If snacks, the **total number** of students attending \_\_\_\_\_

If meals, list **total and names** of students attending \_\_\_\_\_

***If requesting reimbursement for a meal, you must list the names of the students who attended. For snack reimbursement, please include a class list.***

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

Name: \_\_\_\_\_

PRINT PLEASE

Campus Address \_\_\_\_\_

Dept \_\_\_\_\_

Signature \_\_\_\_\_

Please scan and send this form, along with a PDF copy of your receipts and list of students to:

Lindsay Mapes (lmapes@oberlin.edu).

Be sure to designate Lindsay Mapes a delegate for yourself in Chrome River.