SCHOOL OF ENGINEERING ADVISEE MEAL PROGRAM REIMBURSEMENT FORM

How Do I Get Reimbursed? Forward your original Faculty Club or other restaurant receipt and this completed form to Kathy McVay, Terman 201, Mail Code 4027. Please indicate the status of each advisee in terms of whether they are "undeclared" or "declared major" students. If you eat at the Faculty Club, the Club will be reimbursed directly.
Note: *Requests submitted on a UAC reimbursement form with an incomplete form* ***will delay processing***.

Name: _____ **Dept:** _____ **SU ID:** _____

Mailing Address: _____

City, Zip: _____

Second Account Number to be used for overage: _____

Second Account Number Approver: _____

Lunch Date: _____

Location of Lunch: ☐ **Faculty Club** ☐ **Other:** _____

Signature: _____ **Date:** _____

Attendees:

(List all attendees below, including Peer Academic Advisor. Please indicate declaration status.)	***Declaration Status*** **Undeclared**	**Declared**
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
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