



BROWN

Academic Advisor Meal Form

Exploratory advisors have a budget of \$15 per person, per academic year, to treat first-year 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 College Exploratory 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 \$15 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:

**Serenity Morris
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.