

Student Advisor Luncheon Guidelines

- You are allocated (including tax & tip):
 - \$10 for yourself per semester
 - \$10 per advisee per semester
- Any amount unused from the fall semester will not carryover to the spring semester. You must use the funding each semester before the first day of finals.
- You can meet in any combination of advisors/advisees that your group deems appropriate. However, you can only request a reimbursement for a particular advisor/advisee once per semester.
 - You cannot split the \$10 attached to an advisor/advisee over more than one reimbursement request. If you use less than the \$10, you lose the unused portion. For example, you couldn't spend \$5 during one meeting and \$5 during a later meeting.
 - However, you can request as many reimbursements as necessary. For example: if you meet with one of your advisees, you can request a reimbursement for both you and your advisee. If you later meet with a different advisee, you can still request the reimbursement for just that advisee.
 - If you have any questions about this or if something is unclear, please e-mail Joshua Stafman at busgatreasurer@gmail.com before paying anything.
- This allocation is to be used for food, and not for other activities.
- You must pay for this lunch out-of-pocket. You may then submit an online request for reimbursement.
- **You will need to have an itemized copy of your receipt. A credit card receipt will not suffice. NO EXCEPTIONS!** If you put tip on a credit card, keep the credit card receipt as well.
- NO ALCOHOL. Alcohol cannot even be on the same receipt.
- REMINDER: This is the only activity for which you will be reimbursed for out-of-pocket expenses. Reimbursement requests WILL NOT be processed for any other activity or student group.
- If you have any questions, please contact Joshua Stafman at busgatreasurer@gmail.com.