



SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY
Bloomington

Pre-Approval for Meal with Prospective Student

Prospective Student Name: _____

Date of Meal: _____

Person to be Reimbursed: _____

Email of Person to be Reimbursed: _____

Person to be Reimbursed Signature: _____ Date: _____

Note: For consideration for reimbursement, you must have **pre-approval** from Rachel Lawmaster. In addition to the pre-approval, you must submit an itemized (listing of the food and drinks consumed) original receipt and a list of all people eating to receive reimbursement. The maximum number of people to be reimbursed is 4. The total reimbursement should be approximately \$15 per person for lunch or \$30 per person for dinner. In accordance with Indiana University policy, alcohol costs will not be reimbursed.

Person Approving: _____

Signature: _____ Date: _____

(Internal Office Use Only) Account Number: _____

Please submit completed form AND receipts to Tami Martindale (tmartind@indiana.edu), Accounting Representative