

STUDENT ENTERTAINMENT FUND

TO: Faculty Members and Academic Advisors

FROM: Vice President for Student Development/Dean of Students Office

The Student Entertainment Fund, administered through the Office of the Vice President for Student Development/Dean of Students, is available to you to help defray the cost to entertain students in your home or in some other way off-campus. This is a wonderful resource to encourage interaction with students outside the classroom. Each faculty member may use **up to \$80 per term** for these purposes.*

Please submit reimbursement requests as soon as possible. **To apply for ACH (Direct Deposit) reimbursement:** Complete this request form. Deliver the form and original receipts to the Accounts Payable Department in the Business Office, Leighton 109. Requests will be honored during the term and up to two weeks after the conclusion of each term.

REIMBURSEMENT FORM FOR ENTERTAINING STUDENTS **STUDENT ENTERTAINMENT FUND, OFFICE OF THE VP/DEAN OF STUDENTS**

Please supply the information requested below. **The auditors require that the form be signed and receipts be attached.** Thank you.

Date of event: _____

Number of students entertained: _____

Name: _____
(please print)

Amount requested: _____
(reimbursement via direct deposit only)

Department: _____
(please print)

Signature: _____

* Funds are available for your individual use or for use with other faculty members and advisors when all are co-hosting an event. Alcoholic beverages are not an allowable expense through this fund. Per Business Office policy, expense reimbursements are made by automatic deposit (cash reimbursement is no longer available). If you have not already completed your direct deposit authorization, please contact accountspayable@carleton.edu or x 7664. Questions: Contact Kate Spurgeon @ x 4248