



**Mathematics Graduate Student**  
***Take the Speaker to Lunch or Dinner Program***

*Please print clearly.*

Student's name: \_\_\_\_\_

Student's NetID: \_\_\_\_\_

Student's signature: \_\_\_\_\_

External speaker's name: \_\_\_\_\_

Speaker's signature: \_\_\_\_\_

Seminar: \_\_\_\_\_

Date (MM/DD/YY): \_\_\_\_\_

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***Complete this section if someone other than the student paid for the meal.***

Name of person who paid for student's meal: \_\_\_\_\_

NetID of person who paid for student's meal: \_\_\_\_\_

Signature of person who paid for student's meal: \_\_\_\_\_

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**To Get Reimbursed**

It is best if one person (preferably a faculty member) pays for multiple students and then brings all their forms to the Business Office to claim reimbursement.

**Rules**

1. An itemized receipt and a receipt showing method of payment (e.g. credit card) must be attached in order to claim reimbursement. The maximum reimbursement is \$10.00 per meal.
2. You may claim for lunch or dinner, but not both.
3. If the speaker gives talks on two different days, then you may claim for a meal on both days.
4. Each student must complete a form. No form = no reimbursement.
5. The business office will process claims just once per month.
6. At the Colonial Room in the Illini Union, faculty members can charge student meals directly to the Department (provided the faculty member has gone to the Business Office to get authorized for the Colonial Room). After the meal, the faculty member must bring a completed form for each student to the Business Office. Without a form, the faculty member will be charged for the student's meal.