

Return to the Dean of Students Office, at the end of the Long Walk next to Mather.



TRINITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION

After Office Hours

Reimbursement form for free meals with faculty – courtesy of the SGA.

Faculty Member: _____ Department: _____

Class: _____ Date of Function: _____

Type of Function (off-campus or on-campus): _____

Number of Students Attending: _____
(Attach roster of students attending or list on reverse side)

Amount of Bill: _____

Person to be Reimbursed (If student please include ID #): _____

Date: _____ Faculty Signature: _____

- **ORIGINAL RECEIPT(S) AND A ROSTER OF STUDENTS ATTENDING FUNCTION MUST BE SUBMITTED WITH THIS FORM FOR REIMBURSEMENT.**
- **CHARGED EXPENSES MUST BE LIMITED TO MEALS ONLY.**
- **GROUPS ARE REQUIRED TO HAVE A RATIO EQUAL TO OR SMALLER THAN 10:1 STUDENTS TO FACULTY.**

Questions? Email william.yale@trincoll.edu or call (860) 297-2661. For information regarding the technical details of reimbursement, please visit Joan Murphy in the Dean of Students office or send an email at Joan.Murphy@trincoll.edu.