

Advising Activity Funds and Reimbursement

Each advisor (first-year and transfer) has a budget of \$100 for an activity with their advising group. The funds may be used anytime during the academic year. It can include food, an outing, supplies for a special activity, etc.

The advisor is responsible for documenting and tracking their expenses up to the \$100 limit. The advisor will not be compensated for any amount over the limit.

For reimbursement:

If you use your Pcard, charge to 10-132-21600-62105 Advising : Food.

If you pay with cash/debit/other credit card, complete this [form](#) and send it to Mary Windeknecht with all receipts included.