
Authorization for Academic/Teaching Support

Date of Request: _____

Requestor Name: _____

Requestor Title: _____

Requestor Signature: _____

Order Details

1. Expense Description (Please indicate Course Information):

2. Expense Justification (Academic Purpose):

3. Teaching Assistant Meals Details:

Approver Name: Rocco Servedio

Approver Title: Computer Science Department Chair

Approver Signature: _____

Date of Approval: _____

Note: Approved meal cost per TA is \$15. Thresholds are before tax and tip.