Cashier's Office Business Expense Reimbursement Form Student Activities

For food & provisions and supply expenses equal to or less than \$100

Complete this form, attach all receipts, obtain departmental approval, and present at the Cashier's Office located on the second floor of the Brown Office Building, 164 Angell Street. Original receipts for all expenditures are required when using this form. If receipts are missing, reimbursement must be processed through the Accounts Payable Office.

Name of Purchaser	
Student Group	Box #

Brown ID # of Individual Accepting Reimbursement (required)

Food & Provisions - Reimbursement for food and/or provisions (not provided by Brown Dining or Faculty Club). Maximum 5 receipts. Please complete the section below and charge the expense to subcode 3230.

Items purchased ______

Business purpose

Where and when will the purchased items be used

10-Digit Account Number Total Food & Provisions \$

Supplies – Reimbursement for office supplies. <i>Maximum 5 receipts. Please complete the section below and charge the expense to <u>subcode 3010</u>.</i>		
Items purchased		
Business Purpose		
10-Digit Account Number	Total Supplies \$	
Signature of the Purchaser		
Authorized Financial Signatory	Sign	Date
(May not be purchaser's signature)		Date
Authorized SAO Signature		· · · · · · · · · · · · · · · · · · ·
	Sign	Date

Procedures for Processing the Business Expense Immediate Reimbursement Form

Cash reimbursement for food & provisions and supply expenses equal to or less than \$100.00

All reimbursement requests must adhere to University Policy, including Brown First

- Complete a Cashier's Office Business Expense Reimbursement Form-Student Activities. Forms are available in the Student Activities Office and on the SAO website.
- Tape original receipts to an 8 ½ X 11 piece of paper.
- The form must be signed by the financial signatory for your organization and then brought to the SAO for approval and authorized signature. There is a **maximum of five receipts per box** (food/provisions and supplies) than can be submitted at one time for a cash reimbursement. Receipts for copying are considered a supply and can be submitted for a cash reimbursement.
- Once the form is signed by the SAO, the reimbursement form and receipts can be presented at the Cashier's Office for a cash reimbursement. The Cashier's Office is located on the 2nd floor of the Brown Office Building, 164 Angell Street.
- The cashier will request the Brown ID of the person receiving the reimbursement.
- The cashier will check the following:
 - All purchaser information is complete
 - o All expense lines are complete and the information is reasonable when compared to the receipts.
 - There are a maximum of five receipts per box (food/provisions, supplies)
 - The amount requested agrees with the receipt(s) total.
 - Total reimbursement requested is \$100 or less.