

Cashier's Office
Business Expense Reimbursement Form
Student Activities

For business meal, hospitality, 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 Workday.

Name of Purchaser _____

Student Group _____ Box # _____

Brown ID # of Individual Accepting Reimbursement (required) _____
Bring Brown ID with you to the Cashier's Office

Business Meals – Meal expenses incurred at a local restaurant.

One Event per Form! Please complete the section below and charge the expense to Meals: Business Domestic (3210)

List all participants at the event _____

Location the event held _____

Date the event held _____

Business Purpose _____

BAT Key: _____ FRS Account: _____ Total Business Meals \$ _____
May not be used for meals charged to account # 2-31080

Food & Provisions - Reimbursement for food and/or provisions (not provided by Brown Dining or Faculty Club).

Maximum of 5 receipts. Please complete the section below and charge the expense to food & provisions domestic (3230)

Items purchased _____

Business Purpose _____

Where and when will the purchased items be used _____

BAT Key: _____ FRS Account: _____ Total Food & Provisions \$ _____

Supplies – Reimbursement for office supplies.

Maximum of 5 receipts. Please complete the section below and charge the expense to general supplies (3010)

Items purchased _____

Business Purpose _____

BAT Key: _____ FRS Account: _____ Total Supplies \$ _____

Signature of the Purchaser _____

Sign

Date

Authorized Financial Signatory _____

(May not be purchaser's signature)

Sign

Date

Authorized SAO Signature _____

Sign

Date