

**BROWN****Cashier's Office****Business Expense Reimbursement Form**

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 J. Walter Wilson, 69 Brown Street. **Original receipts for all expenditures are required using this form.** If receipts are missing, reimbursement must be processed through Workday. Any expenditure that includes the purchase of alcoholic beverages must be processed through Workday. **Maximum number of receipts that may accompany this form is five (5).** Refer to accompanying instructions for policy details.

Name of Purchaser

Department

Campus Box #

Individual Approved to Accept Reimbursement

Brown ID# of Individual Accepting Reimbursement (Required)

Please bring ID with you to Cashier's Office to receive reimbursement

Business Meals – Meal expenses incurred at a local restaurant. One event per form! Complete this section below and charge to the Meals: Business Domestic (3210)

List all participants at the event:

Location the event was held:

Date the event was held:

Business Purpose:

Accounting:

Driver Worktag:

Spend:

\$3210

Optional Worktags (up to 3):

Total Business Meals: \$

Food & Provisions – Reimbursement for food and/or provisions (not provided by Brown Dining or Faculty Club). Complete this section below and charge the expense to Food & Provisions Domestic (3230)

Items Purchased:

Business Purpose:

Where and when will the purchased items be used:

Accounting:

Driver Worktag:

Spend:

\$3230

Optional Worktags (up to 3):

Total Food & Provision: \$

Supplies – Reimbursement for office supplies. Complete this section below and charge the expense to General Supplies (3010)

Items Purchased:

Business Purpose:

Accounting:

Driver Worktag:

Spend:

\$3010

Optional Worktags (up to 3):

Total Supplies: \$

Books – Reimbursement for books. Complete this section below and charge to Books (3410)

Items Purchased:

Business Purpose:

Accounting:

Driver Worktag:

Spend:

\$3410

Optional Worktags (up to 3):

Total Books: \$

TOTAL REIMBURSEMENT: \$

\$

Purchaser Signature:

Authorized Approval:

OSP Approval:

Required for Grant Accounts