

Cashier's Office Travel Reimbursement

Cash reimbursement using the *Cashier's Office Travel Expense Reimbursement Form* is for expenses that comply with University guidelines. Any expenses outside of guidelines by any amount must be processed through the Accounts Payable Office. **Missing receipt affidavits are not accepted with this form.** Travel expenses reimbursed at the Cashier's Office window are daytrips that do not include air travel and do not exceed \$300. This form may be used by faculty, staff and students. This form may not be used for visitors.

- ❖ The Cashier's Office Travel Expense Reimbursement Form is presented at the Cashier's Office window.
- ❖ The Traveler may present the form for reimbursement or the Traveler may permit another individual to present the form for reimbursement. If the individual presenting the form for reimbursement is not the Traveler, that individual must be identified on the reimbursement form.
- ❖ The Cashier will request the Brown ID of the individual who is at the Cashier's Office window to receive the reimbursement to ensure the ID matches the name of the individual on the reimbursement form. The Cashier will ask for the ID even if the Cashier knows the individual at the window.
- ❖ The Cashier will review the form for an authorized signature.
- ❖ The Cashier will check:
 - The mileage calculation, if applicable
 - Receipts all indicate payment was made and receipt totals agree with amounts on the reimbursement form.
 - Meals are within reimbursement guidelines
 - Breakfast \$20
 - Lunch \$25
 - Dinner \$45
 - Total expenses are equal to or less than \$300
- ❖ Subcode for travel is 3910.

Reminder for Sponsored Project Reimbursements

The Office of Sponsored Projects will review these reimbursements on a post audit basis, therefore approval by OSP is not required. Please ensure the purpose of trip field includes the nature of travel and its relation to the sponsored award activities. In order to charge attendance at meetings or conferences to a sponsored award, the meeting/conference must be necessary to accomplish the award objectives or to disseminate results.

Please make a copy of this reimbursement request for post audit purposes.

Cashier's Office Travel Expense Reimbursement Form

For travel expenses that do not include an overnight stay, air travel, or exceed \$300.

Complete this form, attach all required receipts (see instructions for examples), 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, showing payment, are required when using this form. If receipts are missing, reimbursement must be processed on a travel expense reimbursement form and processed through the Accounts Payable Office.

Keep a copy of this form for your departmental records.

Name of Traveler _____ Telephone # _____

Department _____ Box # _____

Individual Approved to Accept Reimbursement _____

Brown ID of Individual Accepting Reimbursement (required) _____

Travel Destination	_____		
Purpose of Trip (detailed)	_____ _____		
Date of Travel	_____		
	<u>Expenses</u>	<u>Amount</u>	
Conference Registration		[]	
Mileage		[]	
Miles Driven	[]		
Mileage Reimbursement Rate	[]		← 2009 \$.55/mile 2010 \$.50/mile
Train Ticket		[]	
Bus Ticket		[]	
Taxi		[]	
Meal		[]	← This form cannot be used if meals are for two or more individuals. Complete a travel expense reimbursement form and send to Accounts Payable, Box J
Other - please itemize below:		[]	← Tips, subway, and other misc. expenses not to exceed \$20. No receipts required.
Total Expense		[]	
			10-digit Account # _____

Signature of traveler _____

Authorized Approval _____
(May not be traveler's signature)