

**Brown University  
Request for Direct Payment of Airfare/Train Expenses**

Travel arrangements must be arranged through Garber Travel, Brown's preferred travel agency. To request permission for direct payment, complete the information below and send request to the Accounts Payable Office. ***International/foreign travel charged to a sponsored project (5-ledger) must be reviewed and approved by the Office of Sponsored Projects prior to review by the Accounts Payable Office.***

Names of Traveler(s): \_\_\_\_\_

\_\_\_\_\_ **For group travel - attach a listing of travelers. Please note if any traveler is an employee.**

Purpose of Trip/Event: \_\_\_\_\_

\_\_\_\_\_

Destination (required) \_\_\_\_\_

Fax to OSP requests for international/foreign travel charged to sponsored projects (5-ledgers) (401) 863-7292

Date of Departure/Event: \_\_\_\_\_

Return/End Date: \_\_\_\_\_

Account(s) Supporting Trip/Event \_\_\_\_\_ Will trip be charged to multiple accounts? Yes  No

Is traveler(s) being paid for services? \_\_\_\_\_ If paid, amount to be paid \_\_\_\_\_

**NOTE:** Travel expenses for Independent Contractors/Speakers paid more than \$2,000 for their services can not be paid directly by Brown.

Department Contact \_\_\_\_\_ Extension \_\_\_\_\_

Special circumstances that Controller's Office should be aware of related to this travel \_\_\_\_\_

\_\_\_\_\_

**If approved, the total cost of the travel will be charged directly to your account(s) number provided above. If a traveler does not take the trip listed above and a refund is not available, the cost of the ticket will still be charged to the account(s) number. The department must take the necessary steps to obtain a refund.**

Ticket(s) cost if known: \$ \_\_\_\_\_

Department Head Approval \* \_\_\_\_\_ Date \_\_\_\_\_

\* Requests must be approved by Department Head, Chairperson, or Authorized Designate.

OSP Use Only	May use Foreign Airline <input type="checkbox"/>
	Must use US Flag Carrier <input type="checkbox"/>

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<b>Controller's Use Only</b>

Fax the request to the Brown University Controller's Office (401) 863-3099  
Any questions should be directed to the Controller's Office (401) 863-2716