

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) _____
(Individual giving this form to the Cashier must present Brown ID)

Travel Destination		_____
Purpose of Trip (detailed)		_____
Date of Travel		_____
<u>Expenses</u>	<u>Amount</u>	
Conference Registration	[]	
Mileage	\$ -	
Miles Driven	[]	
Mileage Reimbursement Rate	[]	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Jan 1, 2010 - June 30, 2011 \$.51/mile July 1, 2011 \$.555/mile </div>
Train Ticket	[]	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 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 </div>
Bus Ticket	[]	
Taxi	[]	
Meal	[]	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Tips, subway, and other misc. expenses not to exceed \$20. No receipts required. </div>
Other (please list below)	[]	
Total Expense	\$ -	10-digit Account # _____

Signature of traveler _____

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

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