

BROWN UNIVERSITY PROVIDENCE, RI 02912

Request for Check for Business Meals and Hospitality Purchases

Faculty and staff must adhere to restrictions on the use of federally sponsored funds for payment of meals and hospitality activities. In most cases, business meals and hospitality are not allowable as charges to federal grants and contracts. The Office of Sponsored Projects can provide further information on the charging of grant and contract funds.

If charged against a 5-ledger account, approved by OSP _____
Initials

Business Meals and Hospitality policies are located at: www.brown.edu/Administration/Controllers_Office/payable/hospitality/ .
 Exceptions require a Sr. Officer approval. A Senior Officer is a member of the President's Cabinet.
 Breakfast - \$20, Lunch - \$40, and Dinner - \$75; Memorial gifts - \$75; Host/Hostess Gift - \$100.

PAY TO

Address _____
 to whom _____
 check is _____
 to be sent: _____

Today's Date: _____

Department: _____

Quantity	Items or Description	Amount					
		<u>Authorized Approver - Print (recipient's supervisor or higher authority)</u>					
<u>Controller's approval</u>		<u>Authorized Approver - Signature</u>					
Controller use only	To be filled in by originating department				Controller use only		
Vendor No.	Account No.	Subcode	Account description	Amount	1099	S.C.	CR

Information below is required by I.R.S. regulations

Date and time of event: _____

Name of Place: _____

Location: _____

Amount: _____

Number of Participants: _____

Participant
 Names* _____

Business Purpose: _____

***Name, title, occupation, or other information relative to all participants, sufficient to establish their relationship to the host and this function. For large functions, describe the invited group in general terms in this space, and attach the invitation list and program description if applicable.**

