

Cashier's Office
Business Expense Reimbursement Form
Student Activities

For food & provisions 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 Brown Office Building, 164 Angell Street. **Original receipts for all expenditures are required when using this form.** If receipts are missing, reimbursement must be processed through the Accounts Payable Office.

Name of Purchaser _____

Student Group _____ Box # _____

Brown ID # of Individual Accepting Reimbursement (required) _____

Food & Provisions - Reimbursement for food and/or provisions (not provided by Brown Dining or Faculty Club).

Maximum 5 receipts. Please complete the section below and charge the expense to subcode 3230.

Items purchased _____

Business purpose _____

Where and when will the purchased items be used _____

10-Digit Account Number _____ Total Food & Provisions \$ _____

Supplies – Reimbursement for office supplies.

Maximum 5 receipts. Please complete the section below and charge the expense to subcode 3010.

Items purchased _____

Business Purpose _____

10-Digit Account Number _____ Total Supplies \$ _____

Signature of the Purchaser _____

Sign

Date

Authorized Financial Signatory _____

(May not be purchaser's signature)

Sign

Date

Authorized SAO Signature _____

Sign

Date

Procedures for Processing the Business Expense Immediate Reimbursement Form

Cash reimbursement for food & provisions and supply expenses equal to or less than \$100.00

All reimbursement requests must adhere to University Policy, including Brown First

- Complete a Cashier's Office Business Expense Reimbursement Form-Student Activities. Forms are available in the Student Activities Office and on the SAO website.
- Tape original receipts to an 8 ½ X 11 piece of paper.
- The form must be signed by the financial signatory for your organization and then brought to the SAO for approval and authorized signature. There is a **maximum of five receipts per box** (food/provisions and supplies) than can be submitted at one time for a cash reimbursement. Receipts for copying are considered a supply and can be submitted for a cash reimbursement.
- Once the form is signed by the SAO, the reimbursement form and receipts can be presented at the Cashier's Office for a cash reimbursement. The Cashier's Office is located on the 2nd floor of the Brown Office Building, 164 Angell Street.
- The cashier will request the Brown ID of the person receiving the reimbursement.
- The cashier will check the following:
 - All purchaser information is complete
 - All expense lines are complete and the information is reasonable when compared to the receipts.
 - There are a maximum of five receipts per box (food/provisions, supplies)
 - The amount requested agrees with the receipt(s) total.
 - Total reimbursement requested is \$100 or less.