

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

Travel arrangements must be arranged through FCM 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.)

**Check one:** Faculty  Staff  Student  Visitor

**Purpose of Trip/Event:**

**Destination Information:** To: \_\_\_\_\_ From: \_\_\_\_\_  
Fax to OSP requests for international/foreign travel charged to sponsored projects (5-ledgers) (401) 863-7292

**Air**  **Rail**

**Date of Departure/** \_\_\_\_\_ **Return/End Date:** \_\_\_\_\_

**Event:** Primary Worktag:

Optional Worktags:

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

(NOTE: Travel expenses for Independent Contractors/Speakers paid more than \$5,000 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:**

**Cost Center Manger Approval \*** \_\_\_\_\_ **Date** \_\_\_\_\_

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