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| https://brown.widencollective.com/thumbnail/5029e6d7-35d7-4518-8eb3-c2f8a786630e/av/480px/Brown%20Logo_2016_2%20Color%20Process%20HZ_2400.png?t=1555276107503&s=e0f761572ad4432bb977504e1b7acc8b2e3899b3 | **Visitor Travel SOP** | SOP 07.15.07 |
| Effective Date: April 29, 2024 |

1. **Standard Operating Procedure (SOP) Purpose**

The purpose of this SOP is to explain the procedures to be followed by individuals who submit Visitor travel reimbursement requests.

1. **SOP**

Visitors to Brown University may be reimbursed for their travel and expenses related to travel in accordance with Brown’s [Travel Policy](https://policy.brown.edu/policy/travel) and [Expense Reimbursement Policy](https://policy.brown.edu/policy/reimbursement).

**2.1 Miscellaneous Payee Registration**

In order to receive payment from Brown University, the Visitor must be registered as a Miscellaneous Payee in Workday. If the Visitor is not already registered in Workday, the department Financial Coordinator will need to complete the Supplier / Miscellaneous Payee Request process. The Supplier Management team will review the request and then send registration information to the individual to become a Miscellaneous Payee. The Financial Coordinator will be notified when the payee has been sent the registration information.

The Financial Coordinator can search the “Find Miscellaneous Payee” report to confirm the individual has completed the registration process.

**2.2 Miscellaneous Payment Request**

Once the Visitor is registered in Workday, the Financial Coordinator can complete the Create Miscellaneous Payment Request business process. The Visitor Travel spend category (3940) must used for all travel expenses associated with Visitor travel reimbursements, including airfare, train, taxi, lodging, meals, etc. If the expenses are over 60 days, the spend category Visitor Travel Taxable (3946) must be used.

A valid Brown Business Purpose must be included in the memo field in Workday, and all expenses must correlate to the dates the visitor traveled.

**2.3 Additional Requirements**

Visitors must submit original receipts. If receipts are not available, the visitor will not be reimbursed under Brown University’s accountable plan. Credit card statements are not acceptable, and departments cannot not use a Missing Receipt Affidavit. All appropriate documentation must be attached with the Miscellaneous Payment request in Workday.

Visitors may not be reimbursed for Business Meals – they may only be reimbursed for their own portion of meals. Visitors may not exceed Brown’s [Annual Spending Guidelines](https://www.brown.edu/about/administration/controller/accounts-payable/annual-spending-guidelines) for meals or other expenses. Visitors may not be reimbursed for any personal items or anything not associated with their travel to and from their destination, which may or may not be Brown University.

**2.4 Method of Payment**

Accounts Payable will process the Miscellaneous Payment using the method of payment designated by the Visitor in their Workday registration. International Visitors may request to be paid via wire transfer. A completed [Wire Transfer Request form](https://www.brown.edu/about/administration/controller/sites/brown.edu.about.administration.controller/files/international%20wire%20form%202023.pdf) must be attached to the Miscellaneous Payment request in Workday.

1. **Definitions**

For the purpose of this SOP, the terms below have the following definitions**:**

**Business Meal:** A meal taken with business associates, University guests, job applicants, professional colleagues, or donors, during which University business is discussed and there is a valid Business Purpose for the meal.

**Business Purpose:** A required statement that adequately describes the expense as a necessary, reasonable, and appropriate business expense for the University. All expenses must support or advance the goals, objectives and mission of the University.

**Miscellaneous Payee:** An individual requiring payment from Brown University who does not meet the requirements of a supplier. Miscellaneous Payees are typically individuals who are not providing goods or services to the University.

**Visitor:** An individual who travels to Brown at the invitation of a Brown employee or department for the benefit of Brown University. Visitors may also be supported by Brown if they travel to other locations on Brown business (e.g., a conference).

1. **Responsibilities**

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

**Visitor:** Provide original receipts to the Financial Coordinator in a timely manner.

**Financial Coordinator:** Collect and maintain documentation needed for reimbursement of the visitor and submit for reimbursement in a timely manner.

**Cost Center Manager:** Ensure compliance with the relevant policies and review and approve the transaction.

**Accounts Payable:** Ensure compliance with federal and state statutes and review and approve financial transactions.

1. **Related Information**

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

* 1. **Related University Policies:**
* [Expense Reimbursement Policy](https://www.google.com/url?client=internal-element-cse&cx=006329059075055869704:pgxr6ib0j9w&q=https://policy.brown.edu/policy/reimbursement&sa=U&ved=2ahUKEwizi9iLm_P1AhXlg3IEHeHdApIQFnoECAkQAg&usg=AOvVaw328awqUVR_uLZFkvZt5thZ)
* [Payments to Researchers/Scholars Unaffiliated with Brown](https://policy.brown.edu/policy/payments-researchers-scholars)
* [Travel Policy](https://policy.brown.edu/policy/travel)
  1. **Related SOPs:** N/A
  2. **Related Forms:**
* [Foreign Nationals at Brown Chart](https://docs.google.com/spreadsheets/d/1_bpPBN1QtPZlQyJhGsWNAfKx0MgBwxPhIMBLtGokqI8/edit?usp=sharing)
* [Wire Transfer Form](https://www.brown.edu/about/administration/controller/sites/brown.edu.about.administration.controller/files/international%20wire%20form%202023.pdf)
  1. **Frequently Asked Questions (FAQs):**
* [See Accounts Payable webpage for link to FAQs/Tips](https://www.brown.edu/about/administration/controller/faqstips)
  1. **Other Related Information:**
* [Guidelines for Inviting International Visitors to Brown](https://www.brown.edu/about/administration/controller/sites/brown.edu.about.administration.controller/files/uploads/Provost%20Letter.pdf)
* [Annual Spending Guidelines](https://www.brown.edu/about/administration/controller/accounts-payable/annual-spending-guidelines)
* Create Miscellaneous [Payment](https://wd5.myworkday.com/brown/d/inst/17816$7497/rel-task/2998$29489.htmld#TABINDEX=0&SUBTABINDEX=0) Request Job Aid

1. **SOP Owner and Contact(s)**
   1. **SOP Owners:** Associate Vice President andUniversity Controller
   2. **SOP Approved by:** Vice President for Finance and Administrative Services & Chief Financial Officer
   3. **Contact Information:** Accounts Payable
      * [Accounts\_Payable@Brown.edu](mailto:Accounts_Payable@Brown.edu)
      * 401-863-2716
2. **SOP History**
   1. **SOP Issue Date:** October 19, 2021
   2. **SOP Effective Date:** April 29, 2024
   3. **SOP Update/Review Summary:** N/A