

Expense Report Business Purposes

Selecting the correct *Business Purpose* on expense reports is extremely important. Use the information on this job aid to help you choose the correct business purpose every time.

Business Purpose	Use
Advancement	Expenses associated with fundraising for Brown University
Cash Advance	Requesting a cash advance
Conference	Expenses associated with attendance at a professional or scholarly conference
Expenses Other Than Travel	Use for all other expenses not explicitly identified on this list including: books, subscriptions, office supplies, memberships, food and beverages for department usage, etc.
Hospitality Expenses	Expenses incurred when hosting a social event including meals with colleagues and special guests
Meetings	Expenses associated with attending or hosting a business meeting, including food, audio-visual equipment, room rental, and travel.
Other Travel	Travel expenses that are NOT directly associated with advancement, meetings, conferences, recruiting, relocation, team, or sabbatical leave business purposes.
Participation Fees	Funding for research participants
Recruiting	Expenses associated with recruiting (e.g., new student recruiting, athletic recruiting, etc.)
Relocation	Expenses associated with relocating a new Brown employee
Research	Expenses associated with faculty research projects (e.g., travel and supplies)
Sabbatical	Expenses associated with faculty sabbatical leave
Team	Expenses associated with athletic teams (travel and supplies)