Brown University Visitor Travel Reimbursement Registration Instructions
for Secure Site

In order to be set up in the University’s procurement system, which will allow Brown University to issue a travel reimbursement payment, visitor registration needs to be completed on our secure website.

This registration process is to be completed when visitors are to be reimbursed by check, and only for travel expenses. The standard Supplier and Individual Payee Registration process is required if Brown is paying for services provided by the visitor.

This form can be completed by the visitor or the department requesting the visit. All information is required before submitting the form.

Form Instructions:

Visitor’s Information

First and Last Name sections:
Visitor’s first and last name; this name will appear on the check.

Address:
Visitor’s address; this address must be one where the visitor is able to receive and deposit the check payment within 180 days of it being delivered.

Your Information

e-Mail Address:
e-Mail address of the person completing the form.

Phone Number:
Phone number of the person completing the form.

Brown Department Visited:
The name of the Brown University Department requesting the visit.

If you have questions about completing the Visitor Travel Reimbursement registration, please contact the Supplier Registration Coordinator at 401-863-5264 or email at suppliermanagement@brown.edu.