

STUDENT ACTIVITIES OFFICE
GENERAL REIMBURSEMENT & PAYMENT FORM
*Must be typed. Handwritten forms will **not** be accepted.*

Payable to: _____ Student group: _____

Address for outside/non-Brown University persons/organizations

#	Expense Details: <i>*Date(s) of travel is required if applicable</i>	Receipt Amount
1.	_____ *Reason for expense/Business purpose _____ Item(s) purchased/Memo	\$ _____
2.	_____ *Reason for expense/Business purpose _____ Item(s) purchased/Memo	\$ _____
3.	_____ *Reason for expense/Business purpose _____ Item(s) purchased/Memo	\$ _____
4.	_____ *Reason for expense/Business purpose _____ Item(s) purchased/Memo	\$ _____
5.	_____ *Reason for expense/Business purpose _____ Item(s) purchased/Memo	\$ _____
6.	_____ *Reason for expense/Business purpose _____ Item(s) purchased/Memo	\$ _____

TOTAL REQUESTED: \$ _____

To which funds(s) would you like to allocate the total requested? If you are using UFB funds, please check your organization's spreadsheet to confirm you have the funds available in the appropriate category (supplies, food, etc.).

\$ _____ to Raised Funds	\$ _____ to Business & Travel (UFB)
\$ _____ to Baseline (UFB)	\$ _____ to Food (UFB)
\$ _____ to Supplies (UFB)	\$ _____ to Purchased Services (UFB-instructor/speaker/performer fees)
\$ _____ to Other (UFB)	\$ _____ to Copying/Printing (UFB)

Name of Authorized Financial Signatory: _____ **Date:** _____