

**STUDENT ACTIVITIES OFFICE  
AUTHORIZATION AND DOCUMENTATION FOR  
BUSINESS MEALS AND HOSPITALITY EXPENSES**

*Form is required for all business meals and hospitality expenses charged on a p-card, purchased using a purchase order, or supplier invoice, or reimbursed as an expense.*

*Faculty and staff must adhere to restrictions on the use of federally sponsored funds for payment of meals and hospitality activities. In most cases, business meals and hospitality are not allowable as charges to federal grants and contracts. The Office of Sponsored Projects can provide further information on the charging of grant and contract funds.*

[CLICK HERE for Business Meals and Hospitality Policies](#)

Payable to: \_\_\_\_\_

Address for outside/non-Brown University persons/organizations:

\_\_\_\_\_

Student group: \_\_\_\_\_

**Event information (required by IRS regulations)**

Date and Time: \_\_\_\_\_

Name of Place: \_\_\_\_\_

Location: \_\_\_\_\_

Amount to pay: \_\_\_\_\_ Number of participants: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Names of Participants: \_\_\_\_\_

*Name, title, occupation, or other information relative to all participants, sufficient to establish their relationship to the host and this function. For large functions, describe the invited group in general terms in this space, and attach the invitation list and program description if applicable.*

Charge to:     Baseline     Raised: \_\_\_\_\_

UFB ( Supplemental):

**RECEIPT REQUIRED!!!**

\_\_\_\_\_

*UFB Budget*

\_\_\_\_\_

*UFB Line*

Name of Authorized Financial Signatory (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Financial Signatory's Signature (Not required if submitted online): \_\_\_\_\_