

**The requirements listed below are the minimum requirements for
[Visitor Travel Reimbursement.](#)**

US Citizens/tax residents unpaid visitors and visitors paid less \$5,000	US Citizens/tax residents visitors paid \$5000 or more	Foreign national unpaid visitors and visitors paid less than \$5000	Foreign national visitors paid \$5000 or more
<p>Required to comply with Brown's Travel policy, and</p> <ul style="list-style-type: none"> Receipts are required for all transactions regardless of the amount of the transaction. No missing receipt affidavits allowed. 	<p>Individuals receiving \$5000 or more may not receive a travel reimbursement.</p> <p>Their travel must be billed as part of their professional services.</p>	<p>Required to comply with Brown's Travel policy, and</p> <ul style="list-style-type: none"> Receipts are required for all transactions regardless of the amount of the transaction. No missing receipt affidavits allowed. Visitors on a B2 visa may not be reimbursed 	<p>Individuals receiving \$5000 or more may not receive a travel reimbursement.</p> <p>Their travel must be billed as part of their professional services.</p> <p>Visitors on a B2 visa may not be reimbursed.</p>
<p><i>Use Visitor Spend Category 3940</i></p>	<p><i>Travel payment is added to the same spend category used for the service fee. Accounts Payable doesn't need and does not want traveler receipts.</i></p>	<p><i>Use Visitor Spend category 3940</i></p>	<p><i>Travel payment is added to the same spend category used for the service fee. Accounts Payable doesn't need and does not want traveler receipts.</i></p>
		<p>Review the Payments to Foreign Nationals at Brown Chart for information on paperwork for each visa type</p>	<p>Review the Payments to Foreign Nationals at Brown Chart for information on paperwork for each visa type</p>
<p>Airfare/train: full itinerary including dates, times, seat (class of travel), proof of purchase/payment.</p> <ul style="list-style-type: none"> Proof of payment must indicate that the ticket was issued and indicates that it was paid in full. First class air travel is never allowed Business class is allowed for airfare if travel is ≥ 4 times zones. Amtrak Acela (business class) is allowed. Brown University will purchase airfare/train for visitor through FCM. Complete the Request for Direct Payment of Airfare/Train Expenses form <p>Related Policies</p> <ul style="list-style-type: none"> Air Travel Ground Transportation 		<p>Airfare/train: full itinerary including dates, times, seat (class of travel), proof of purchase/payment.</p> <ul style="list-style-type: none"> Proof of payment must indicate that the ticket was issued and indicates that it was paid in full. First class air travel is never allowed Business class is allowed for airfare if travel is ≥ 4 times zones. Amtrak Acela (business class) is allowed. Brown University will purchase airfare/train for visitor through FCM. Complete the Request for Direct Payment of Airfare/Train Expenses form <p>Related Policies</p> <ul style="list-style-type: none"> Air Travel Ground Transportation 	

<p>Hotel:</p> <ul style="list-style-type: none"> • Hotel folio/receipt showing a zero balance is required. If zero balance not shown, require proof of payment. <p>Note: Department can reserve visitor's local hotel ahead of time using the Hotel Reservation Agreement Form.</p> <p>Related Policies</p> <ul style="list-style-type: none"> • Lodging 		<p>Hotel:</p> <ul style="list-style-type: none"> • Hotel folio/receipt showing a zero balance is required. If zero balance not shown, require proof of payment. <p>Note: Department can reserve visitor's local hotel ahead of time using the Hotel Reservation Agreement Form.</p> <p>Related Policies</p> <ul style="list-style-type: none"> • Lodging 	
<p>Ground Transportation/ Parking</p> <ul style="list-style-type: none"> • Receipts required for all ground transportation, taxis, bus, commuter rail, Uber/Lyft, etc. • Town car service is permitted, if necessary. Limousines are not reimbursable. <p>Related Policies</p> <ul style="list-style-type: none"> • Ground Transportation 		<p>Ground Transportation/ Parking</p> <ul style="list-style-type: none"> • Receipts required for all ground transportation, taxis, bus, commuter rail, Uber/Lyft, etc. • Town car service is permitted, if necessary. Limousines are not reimbursable. <p>Related Policies</p> <ul style="list-style-type: none"> • Ground Transportation 	
<p>Auto Personal Vehicle:</p> <ul style="list-style-type: none"> • Visitor may be reimbursed for actual mileage if it is the most economical form of travel. • Include an internet travel route with miles traveled with the reimbursement request. <p>Auto Rental:</p> <ul style="list-style-type: none"> • May rent up to full-size vehicle • The receipt is required for reimbursement, not the rental agreement. • Traveler is not covered by Brown's insurance rider. <p>Related Policies</p> <ul style="list-style-type: none"> • Ground Transportation 		<p>Auto Personal Vehicle:</p> <ul style="list-style-type: none"> • Visitor may be reimbursed for actual mileage if it is the most economical form of travel. • Include an internet travel route with miles traveled with the reimbursement request. <p>Auto Rental:</p> <ul style="list-style-type: none"> • May rent up to full-size vehicle • The receipt is required for reimbursement, not the rental agreement. • Traveler is not covered by Brown's insurance rider. <p>Related Policies</p> <ul style="list-style-type: none"> • Ground Transportation 	

<p>Meals</p> <ul style="list-style-type: none"> • Receipts required for all travel meals regardless of cost. • Cost of travel meals must be within Brown guidelines. • Visitor may not be reimbursed for hospitality expenses (such as business meals). <p>Related Policies</p> <ul style="list-style-type: none"> • Travel and Business Meals 		<p>Meals</p> <ul style="list-style-type: none"> • Receipts required for all travel meals regardless of cost. • Cost of travel meals must be within Brown guidelines. • Visitor may not be reimbursed for hospitality expenses (such as business meals). <p>Related Policies</p> <ul style="list-style-type: none"> • Travel and Business Meals 	
<p>Visitors and their host department should plan for any office supply expenses needed during the visitor's stay before arrival so that Brown may purchase them thus minimizing visitor out of pocket expenses.</p> <p>Visitors are not reimbursed for business meals: Brown University staff must provide food for Brown functions.</p>		<p>Visitors and their host department should plan for any office supply expenses needed during the visitor's stay before arrival so that Brown may purchase them thus minimizing visitor out of pocket expenses.</p> <p>Visitors are not reimbursed for business meals: Brown University staff must provide food for Brown functions.</p>	