Brown University
Request for Direct Payment of Airfare/Train Expenses

Travel arrangements must be arranged through FCM Travel, Brown's preferred travel agency. To request permission for direct payment, complete the information below and send request to the Accounts Payable Office. ***International/foreign travel* charged to a sponsored project (5-ledger) must be reviewed and approved by the Office of Sponsored Projects *prior* to review by the Accounts Payable Office.**

Names of Traveler(s): (**For group travel - attach a listing of travelers. Please note if any traveler is an employee**.)

Check one: Faculty ☐ **Staff** ☐ **Student** ☐ **Visitor** ☐

Purpose of Trip/Event:

Destination Information: To: From:

Fax to OSP requests for international/foreign travel charged to sponsored projects (5-ledgers) (401) 863-7292

Air ☐ **Rail** ☐

Date of Departure/ **Return/End Date**:

Event: Primary Worktag:

Optional Worktags:

Is traveler(s) being paid for services? If paid, amount to be paid:

(**NOTE**: Travel expenses for Independent Contractors/Speakers paid more than $5,000 for their services can **not** be paid directly by Brown.)

Department Contact Extension

Special circumstances that Controller's Office should be aware of related to this travel

If approved, the total cost of the travel will be charged directly to your account(s) number provided above. If a traveler does not take the trip listed above and a refund is not available, the cost of the ticket will still be charged to the account(s) number. The department must take the necessary steps to obtain a refund.

Ticket(s) cost if known:

Cost Center Manger Approval *______________________________Date ______________________

OSP Use Only	**May use Foreign Airline** ☐
	Must use US Flag Carrier ☐

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Controller's Use Only

Fax the request to the Brown University Controller's Office (401) 863-3099
Any questions should be directed to the Controller's Office (401) 863-2716