

Reimbursements Quick Reference Guide:

- 1) In order to get reimbursed for any expenses you first have to fill out a Travel and Business Expense Report. Please do not forget to include the chart string that your reimbursement will be charged to. Do NOT forget to sign the TBER. I will accept via e-mail if everything is signed and legible. If it is an outside party reimbursement, use the non-employee expense worksheet.
- 2) If you have never been reimbursed by Columbia University in the past you must also submit a W-9 form (if U.S. citizen or Resident Alien) so that we can add you to our accounting system. If not a U.S. citizen or resident alien you must fill out the W-8BEN form and include a copy of your passport (pages with photo and info) and a copy of the visa.
- 3) For expenses paid with a credit or debit card, you must attach a bank statement that shows the expense and your name or matching last 4 digits of the credit card number. You must also submit the receipt. Preferably a detailed itemized receipt showing the purchases and the cost of each item.
- 4) All receipts that are smaller or shorter than 8.5x11 must be taped (all edges) to one side of an 8.5x11 piece of paper. Please use tape and do not staple your receipts as these have to be scanned. You can use as many sheets of paper as needed.
- 5) Meal reimbursements should be accompanied with a list of the names of the attendees and their relationship to the University if the number is 10 or less. If the number of attendees is more than 10 you can just specify the number of people that attended and the business purpose.
- 6) Airfare or Train travel reimbursements have to be submitted with the complete travel itinerary reflecting departure and arrival dates and the cost. If paid by credit or debit card also include statement reflecting that particular expense.
- 7) Hotel reimbursements should have a complete detailed breakdown of the hotel bill. Also include form of payment.
- 8) Conference or Registration fee reimbursements have to be submitted with the actual conference or registration form/invoice stating that it is paid and if paid by credit card also provide statement reflecting the expense. A flyer or invitation is necessary for supporting documentation.
- 9) Any alcohol or costs above the thresholds should be segregated and that amount should be reflected under the segregated column. The remainder should go under Unsegregated.
- 10) Any missing receipts must be accompanied by a Missing Receipts Worksheet.
- 11) For a more in-depth look at all of Columbia University's Policies and Procedures regarding Travel and Business expense reimbursements please go to:
<http://finance.columbia.edu/content/travel-and-business-expense-info>.