Travel & Business Expense Report Checklist

Submission Time
Expense Reimbursements should be submitted within 10 business days after the completion of a trip or within a month for business expenses that are incurred locally. Submissions after 120 days are reported to Payroll as imputed income on Form W-2. Submissions older than 1 year will also require an Exception Request.

Approval
- Signature of Employee
  * Employee MUST sign and date the report, certifying the legitimate, reasonable and necessary business nature of all expenses being reimbursed.
- Signature of Expense Report Validator (department authority)

Employee Information
- Employee’s full name
- Employee’s home address (P.O. boxes, campus, office or temporary addresses are not allowed)
- If applicable, check the address change box for the Business Office to contact Vendor Management with the new address information

Business Purpose
Overall Business Reason for incurring either Travel or Business expenses on behalf of the University (please be specific):
- WHO, full names of the person(s) involved in the activity
- WHAT, explain the activity
- WHERE, location of the activity
- WHEN, date(s) the activity took place
- WHY, benefits to Columbia

Supporting Document
- Attach supporting documentation reflecting the business purpose of the activity
  * E.g. Event flyer, agenda, email, invitation, etc...

Receipts
- Receipts identifying date of purchase, vendor name/logo, itemized list and unit price of items purchased and total amount paid
  * Organize receipts by date.
  * Use the Extra Page tab at the bottom of the TBER if you have more than 8 expense entries.
- Receipts indicating Proof of Payment by stating “Cash Tendered,” “Paid,” a zero balance due, or evidence of debit/credit charged
  * If the receipt does not have proof of payment, submit the receipt along with the debit/credit card statement reflecting the transaction.
  * Proof of Payment is required to validate that payment was tendered.
- Receipts taped to 8.5” x 11” sized paper organized by date
- Lost or missing receipts should be noted on the Missing Receipts Worksheet

Expenses

Airfare Expenses
- Economy Class Only
  * Exceptions require additional approval.

Hotel Expenses
- Domestic Hotel, $350 per night
- International Hotel, $400 per night
- Segregate amounts over the threshold (not including taxes and gratuity)

Personal Vehicle
- Print out of Google Maps reflecting mileage, departure and arrival points
- Calculate mileage reimbursement amount using the appropriate mileage rate
  * $0.540/miles for travel on or after January 1, 2016 (subject to change)

Food Expenses
- For meals involving 1-10 people, provide their full names and relationship to Columbia
- For meals involving 11 or more people, provide the total number of attendees
- 1 Breakfast per day (less than $25)
- 1 Lunch per day (less than $35)
- 1 Dinner per day (less than $50)
- Strictly a Business Meal involving external parties (less than $100)
- Segregate amounts over the threshold (not including taxes and gratuity)
- Segregate amount of alcohol or specify “No Alcohol”

Foreign Currency
- Foreign currencies must be converted to US Dollar and a print-out must be included as backup. [http://www.oanda.com/currency/historical-rates/](http://www.oanda.com/currency/historical-rates/)
  * Use the optional Average Rate Currency Conversion Worksheet to convert foreign amounts into U.S. dollars using an average rate of exchange.
  * Use the optional Daily Rate Currency Conversion Worksheet to convert foreign amounts into U.S. dollars using an actual rate for each line item expense.
- Foreign Credit Card transactions in US Dollars do not need to be converted