How we do Business at Columbia Law School

Business Office

HOW TO MAKE A PAYMENT

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- ACH Direct Deposit
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- Coversheet
- Payment to an Outside Party/Supplier
- Reimbursement for Faculty/Staff/Student

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- Travel Meeting Card
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IN CONCLUSION…

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- Smartphones & Accessories
- Key Forms & Links

HOW TO MAKE A PAYMENT

Setting Up a New Vendor

Vendor Management

Vendor Management is responsible for creating and maintaining all payee and supplier profiles utilized to process transactions in Accounting & Reporting at Columbia (ARC). The Business Office assists departments in their efforts of requesting the creation of new vendor profiles for domestic and international vendors (payees/suppliers).

Before doing business with a NEW payee or supplier, revisit the required information and documents for domestic or international vendors. Departments must submit a New Vendor Request to the email address below with the subject NEW VENDOR followed by the vendor name, and include the appropriate information and required documents for a vendor profile to be created. Email your request to create a vendor profile and related inquires to vendors@law.columbia.edu

Requirements:

Goods and/or service providers are required to complete a web based vendor questionnaire, and advised to sign up for ACH direct deposit. Vendor Management will send email notifications to the vendor, directing them to log in with a username and temporary password to complete the requirements.

Departments are encouraged to follow up with the vendor to ensure the requirements are completed in a timely manner and emphasize to the vendor that no transaction (payment) can be initiated until they complete all requirements, submit required documentation or respond to questions.

Setting Up a New Vendor

U.S. Individuals and Entities

PERSON	ENTITY
Required Information • Payment description (service type) • Full name (legal name) • Address (same as W9) • Email address • Phone number **Required Documents** • W-9 Form	**Required Information** • Payment description (service type) • Full name (legal name) • Address (same as W9) • Email address • Phone number **Required Documents** • W-9 Form

Setting Up a New Vendor

International Guests

PERSON	ENTITY
Required Information • Payment description (service type) • Service location (country) • Full name (legal name) • Address (do not use a P.O. Box) • Email address • Phone number **Required Documents** • W-8 BEN Form *If service performed in the U.S.* • Copy of passport • Copy of visa type • Copy of entry stamp, I-94 (or ESTA Receipt)	**Required Information** • Payment description (service type) • Service location (country) • Name of entity (beneficiary owner) • Address (do not use a P.O. Box) • Contact name • Contact email address • Contact phone number **Required Documents** • W-8 BEN E Form

Important Information:

The types of payment the University can make to international individuals depend on their visa status. Before extending invitations and offering payment and/or reimbursement of any kind, please verify payment eligibility by visa type as stated in the following payment chart: Allowable Payments by Visa Type

Guests qualified for withholding exemption, must submit the original signed 8233 Form

Setting Up a New Vendor

IRS Tax Forms

W-9 Form
Request for Taxpayer Identification Number and Certification
- View IRS Instructions

W-8 BEN Form
Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)
- View IRS Instructions

W-8 BEN E Form
Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)
- View IRS Instructions

8233 Form
Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual
- View IRS Instructions

Important Information: All tax forms must be password protected with Adobe Acrobat Pro.

Setting Up a New Vendor

ACH Direct Deposit

Once a payee or supplier has completed Vendor Management requirements and a VENDOR ID is created in ARC, they can request to receive direct deposit payments (strongly recommended) as opposed to paper checks, by following the instructions below. To obtain a VENDOR ID, visit the Vendor ID Lookup site or email your inquiry to vendors@law.columbia.edu

Employee/Student	Outside Party/Supplier
• Go to Vendor/Payee Web Form • Enter your VENDOR ID in the box NEW/EXISTING VENDOR INFORMATION • Click EDIT to modify your entry • Select DIRECT DEPOSIT (ACH) MODIFICATION from the drop-down menu • Type *"Set up ACH direct deposit"* in the box REASON FOR MODIFICATION • Click CONTINUE • Select "Switch from check payment to ACH" under TYPE OF DISBURSEMENT CHANGE • Click CONTINUE TO REVIEW • Review your information to be sure it is correct • Click SUBMIT	• Go to Vendor/Payee Web Form • Enter your VENDOR ID in the box NEW/EXISTING VENDOR INFORMATION • Click SUBMIT • Select your name • Click EDIT to modify your entry • Select DIRECT DEPOSIT (ACH) MODIFICATION from the drop-down menu • Type *"Set up ACH direct deposit"* in the box REASON FOR MODIFICATION • Click CONTINUE • Enter your e-mail address, your full name, and daytime phone number • Click CONTINUE TO REVIEW • Review your information to be sure it is correct • Click SUBMIT • Vendor Management will send an email notification with a username and temporary password to login and submit the banking information, which you will be required to confirm by phone or email.

Prerequisites - Purchase Orders & Contracts

Purchase Orders

The following types of goods and service providers require a Purchase Order **prior** to commencing work. Departments must submit a **Purchase Order Request** to the Business Office email with PURCHASE ORDER followed by the vendor name in the subject line, and include all related information and required documents. *Reference: Purchase Order (Required Documents)*

- Graphic Designer
- Video Editors
- Photographer
- Leasing/Rental
- Software/Licensing
- Translator (On-campus)
- Interpreter (On-campus)
- Catering (On-campus)
- Business Consultant
- Strategic Consultant
- General Research
- Promotional Merchandise (Columbia Name and Logo) *

Important Information:

* Departments are strongly encouraged to use promotional vendors that are licensed to use Columbia trademarks in manufacture of emblematic products. Columbia Promotional Vendors

Service providers such as consultants must include their travel expenses on the invoice as it is work-related and therefore taxable to them.

Prerequisites - Purchase Orders & Contracts

Purchase Order (Required Documents)

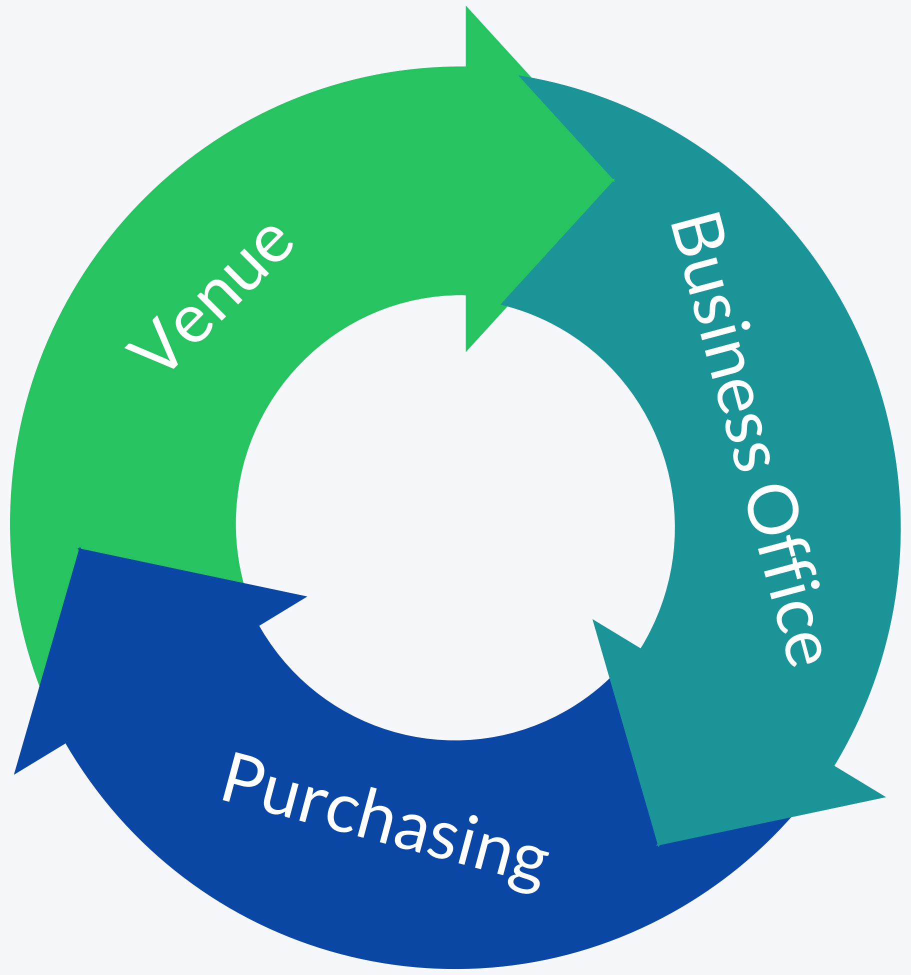
- Quote(s)
- **Client List** – list of current service provider customers
- **Resume** or **Company Brochure**
- Service Provider Agreement (if applicable)
- Photography Rider (if applicable)
- Scope of Work (SOW)
- Independent Contractor Certification (ICC) – required each time they are engaged
  - All Sole Proprietors or individual contractors require an Independent Contractor Certificate.
- **Certificate of Insurance** (COI) – if vendor is providing service on-campus **"The Trustees of Columbia University in the City of New York"** must be listed as the Certificate Holder and under Description of Operations it should read "*The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured.*"
  - On Site work including repairs, consultancy, catering, wait staff, moving services etc. requires a **COI** and **NYS Catering Permit** if Alcohol is served. To view a Sample, click here
- **Sole/Single Source Justification** – if only one source is available with the required specifications.

Important Information: Service providers such as consultants must include their travel expenses on the invoice as it is work-related and therefore taxable to them. Additional information and/or documents may be requested depending on the type of goods and/or service.

Prerequisites - Purchase Orders & Contracts

Contracts (agreements)

- All contracts that require any form of signature from Columbia University **must** be directed to Karen Burgos. Under no circumstance whatsoever must any contract or agreement be signed by a staff or student. All contracts must be signed by a designated personnel from the Purchasing department. Please submit contracts well in advance of the event date. Contracts require at least 7-10 business days for review. Departments are notified as soon as the contract or agreement is fully signed; a copy must be attached to the invoice when submitting for payment processing.
- Certain venues have negotiated master agreements with Columbia University, and therefore can be finalized much quicker. Departments are strongly encouraged to hold events at these venues. Columbia Master Agreements.
- All contracts (agreements) between Columbia Law School and the venue must be addressed to **"The Trustees of Columbia University in the City of New York"** on behalf of your department or center. The designated signature field must also be addressed to *"The Trustees of Columbia University in the City of New York."*
- All writers require an Writer Agreement
- All professional artists and performers such as actors, musicians, orchestras, ensembles, DJs, dancers, magicians require a Artist/Performance Agreement: Artist Agreement A (individual only), Artist Agreement B (individual with additional requirements), Artist Agreement C (companies/troupes/entities).



Type of Payments

EMPLOYEE/STUDENT REIMBURSEMENT

Columbia faculty, staff, and students

OUTSIDE PARTY REIMBURSEMENT

Individuals or entities outside the University community

INVOICE

Goods and/or Service Providers

PRIZE/AWARD

Students and individuals outside the University community

HONORARIUM

Individuals outside the University community

COVERSHEET

BUSINESS OFFICE ONLY

COLUMBIA LAW SCHOOL — Voucher ID:

This form is required for all payment requests, including employee reimbursement, invoice, wire request, and check request. We kindly ask you to type this form and complete the appropriate column as detailed as possible. It will allow us to identify all charges correctly and to make payment swiftly, well within the net 30 days Columbia aims to settle all dues. Submissions are processed individually; please complete a coversheet per request. Your help is very much appreciated. Thank you.

Submitted by: Date: Phone: ☐ Purchase Order #

TRAVEL & BUSINESS EXPENSE REPORT	CHECK REQUEST / WIRE REQUEST	INVOICE
Columbia Employee/Faculty/Student Expense Reimbursement	*Columbia Guests: Honoraria, Non-Employee Expense Reimbursement*	*Create a Check Request if there is no invoice number and invoice date*
Payee Name: UNI:	Vendor/Payee Name:	Vendor Name:
Is this person faculty? ☐ YES ☐ NO	Is this a new vendor? ☐ YES ☐ NO ↳ If yes, date submitted:	Is this a new vendor? ☐ YES ☐ NO ↳ If yes, date submitted:
		Invoice Number:
Describe the Business Purpose:	Describe the Business Purpose:	Describe the Business Purpose:
	☐ Conference ☐ Workshop ☐ Seminar	☐ Conference ☐ Workshop ☐ Seminar
Was alcohol purchased? ☐ YES ☐ NO ↳ If yes, amount here $	Was alcohol purchased? ☐ YES ☐ NO ↳ If yes, amount here $	Was alcohol purchased? ☐ YES ☐ NO ↳ If yes, amount here $
NAME of your Department or Center	NAME of your Department or Center	NAME of your Department or Center
Be sure to include: ☐ Proof of expenses, receipts or missing receipt form ☐ Event flyer, agenda, or invitation ☐ Signature of payee and department authority ☐ Columbia International Travel Planning Policy	Be sure to include: ☐ Non-Employee Expense Worksheet ☐ Proof of expenses, receipts or missing receipt form ☐ Event flyer, agenda, letter, or invitation ☐ Signature of payee and department authority	Be sure to include: ☐ Event flyer, agenda, or invitation ☐ Signature of department authority

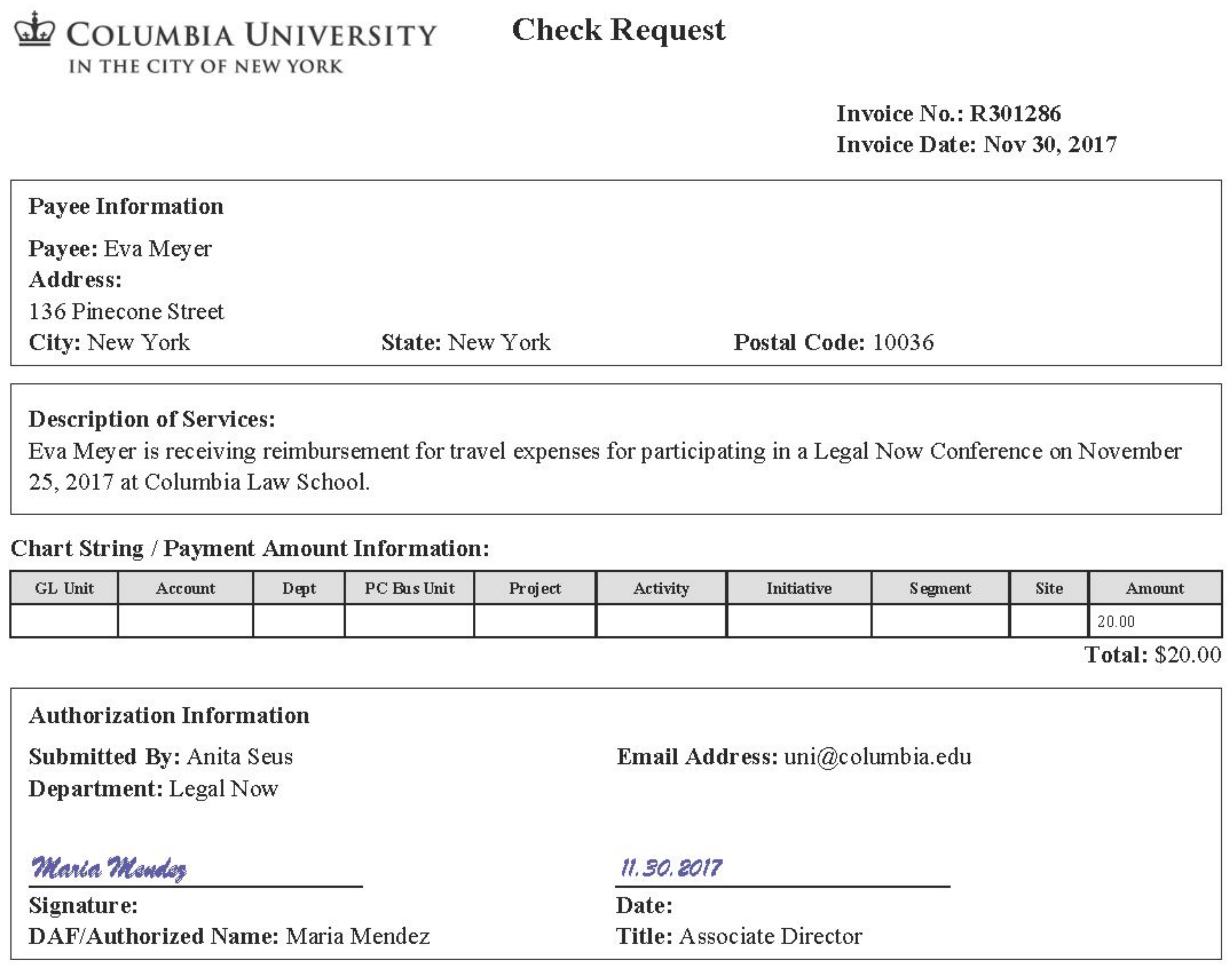
For questions concerning policies and procedures, please email the Business Office at business_office@law.columbia.edu

A Coversheet Form is required to be completed and attached in front of each invoice or payment request before submitting to the Business Office in person or interoffice mail.

Completing a Coversheet:

- The Coversheet must be typed and properly printed in landscape.
- Complete the header with your full name, date, and phone number.
- Complete the FIRST column if submitting a Travel & Business Expense Report (TBER).
- Complete the SECOND column if submitting a Check Request or Wire Request.
- Complete the THIRD column if submitting an Invoice for goods and/or service providers.

Payment to an Outside Party/Supplier



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Check Request

Invoice No.: R301286
Invoice Date: Nov 30, 2017

Payee Information

Payee: Eva Meyer
Address:
136 Pinecone Street
City: New York **State:** New York **Postal Code:** 10036

Description of Services:
Eva Meyer is receiving reimbursement for travel expenses for participating in a Legal Now Conference on November 25, 2017 at Columbia Law School.

Chart String / Payment Amount Information:

GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Amount
									20.00

Total: $20.00

Authorization Information

Submitted By: Anita Seus
Email Address: uni@columbia.edu
Department: Legal Now

Maria Mendez
Signature:
11.30.2017
Date:
DAF/Authorized Name: Maria Mendez
Title: Associate Director

Payment to individuals or entities by Check or ACH Direct Deposit

Outside Party Reimbursements processed by check or direct deposit must be submitted on a [Check Request Form]() along with all supporting documents. ***Reference: Supporting Documents***

Payment requests to be processed via Wire Transfer must be submitted along with a Wire Request Form. **Reference: Payment to international individuals or entities by Wire Transfer.**

Payment to an Outside Party/Supplier

Supporting Documents

- ❑ Non-Employee Expense Worksheet – complete listing each expense.
- ❑ **Receipts** must identify date of purchase, vendor name/logo, itemized list and unit price of purchased items, total amount paid. 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. Lose receipts must be taped on 8.5" x 11" sized paper organized by date.
- ❑ Missing Receipt Worksheet – complete for any missing or lost receipt.
- ❑ Oanda Currency Converter – convert foreign currencies to USD and submit the printout as backup. Foreign credit card transactions in USD do not need to be converted.
- ❑ Google Maps – for use of a personal vehicle, calculate total mileage x mileage rate and submit printout with the points of origin and destination as backup.
- ❑ Event flyer, agenda, email, or invitation reflecting the business purpose of the activity.

Important Information: All requests must be signed by the department submitting it for payment.

HONORARIUM

"An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the University community (not a University faculty or staff member) as an expression of thanks. It is taxable income and is reportable to the Internal Revenue Service."

HONORARIUM POLICY

Payment to an Outside Party/Supplier

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Check Request

Invoice No.: R301262
Invoice Date: Nov 30, 2017

Payee Information

Payee: Eva Meyer
Address:
136 Pinecone Street
City: New York **State:** New York **Postal Code:** 10036

Description of Services:
Eva Meyer is receiving an honorarium as indication of our appreciation for participating in a Legal Now Conference on November 25, 2017 at Columbia Law School.

Chart String / Payment Amount Information:

GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Amount
									300.00

Total: $300.00

Authorization Information

Submitted By: Anita Seus
Department: Legal Now
Email Address: uni@coumbia.edu

Maria Mendez
Signature:
DAF/Authorized Name: Maria Mendez

11.30.2017
Date:
Title: Associate Director

Payment to an individual or entity by Check or ACH Direct Deposit

An **honorarium**, prize or award processed by check or direct deposit must be submitted on a Check Request Form along with the following supporting documents:

- ❑ An official letter on your department's letterhead, addressed to the payee, reflecting the amount of the honorarium or award. Signature of department authority is required.
- ❑ Event flyer, agenda, email, or invitation reflecting the business purpose of the activity.

Payment requests to be processed via Wire Transfer must be submitted along with a Wire Request Form. **Reference: Payment to international individuals or entities by Wire Transfer.**

Payment to an Outside Party/Supplier

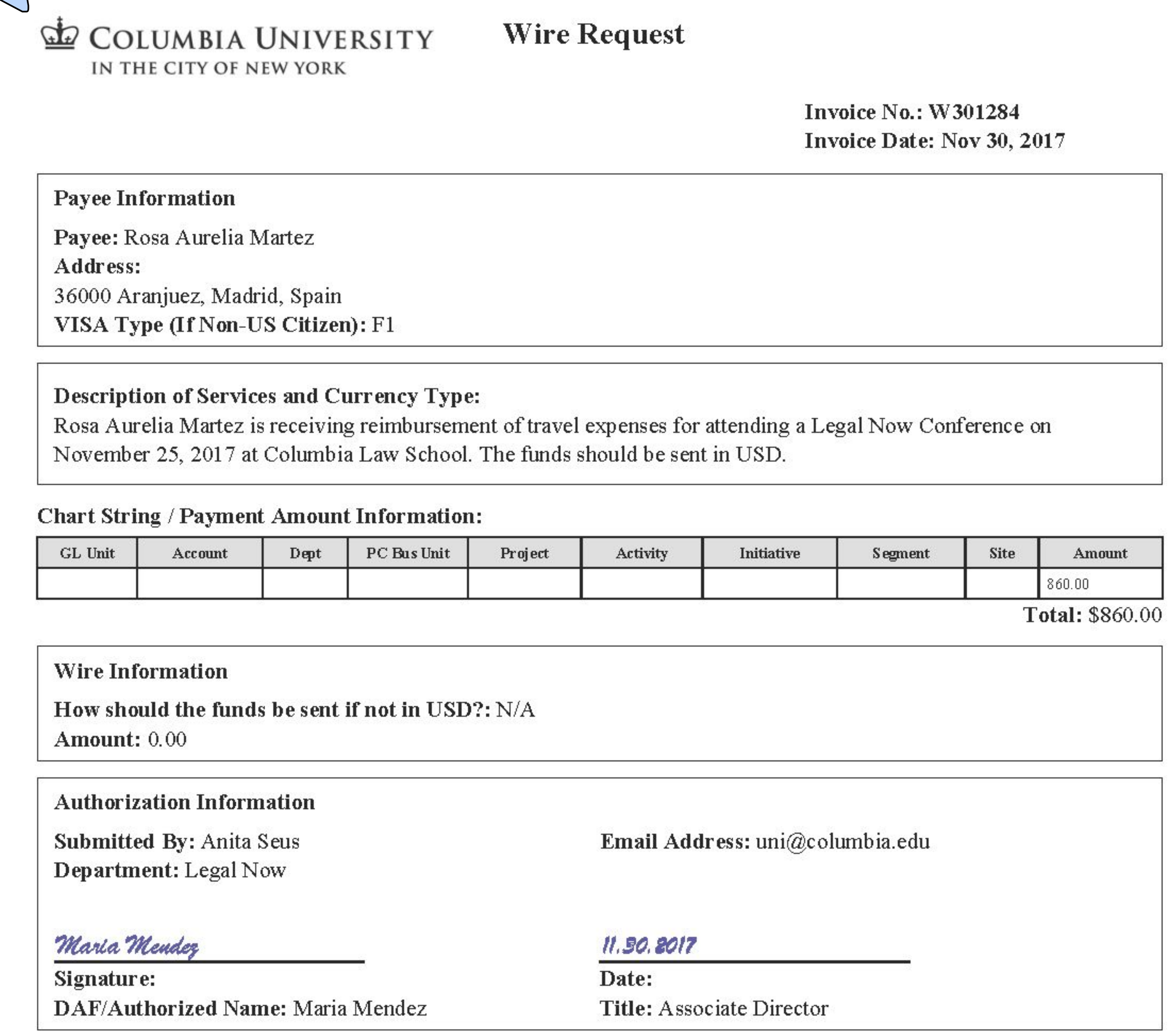
Payment to a goods and/or service provider

Goods and/or service providers must issue a document requesting payment. This document is called "**invoice**" and should include all information related to the purchase or service provided. Vendors are strongly encouraged to include an invoice number on every invoice to track their payments. If an Invoice Number and Invoice Date is not reflected in the invoice, submit it along with a Check Request Form.

- Vendor's Name/Logo
- Vendor's Address
- Billing Address
- Invoice Number
- Invoice Date
- Description of goods and/or services
- Amount Due

Payment requests to be processed via Wire Transfer must be submitted along with a Wire Request Form. **Reference: Payment to international individuals or entities by Wire Transfer.**

Payment to an Outside Party/Supplier



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Wire Request

Invoice No.: W301284
Invoice Date: Nov 30, 2017

Payee Information

Payee: Rosa Aurelia Martez
Address:
36000 Aranjuez, Madrid, Spain
VISA Type (If Non-US Citizen): F1

Description of Services and Currency Type:
Rosa Aurelia Martez is receiving reimbursement of travel expenses for attending a Legal Now Conference on November 25, 2017 at Columbia Law School. The funds should be sent in USD.

Chart String / Payment Amount Information:

GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Amount
									860.00

Total: $860.00

Wire Information

How should the funds be sent if not in USD?: N/A
Amount: 0.00

Authorization Information

Submitted By: Anita Seus
Department: Legal Now
Email Address: uni@columbia.edu

Maria Mendez
Signature:
DAF/Authorized Name: Maria Mendez

11.30.2017
Date:
Title: Associate Director

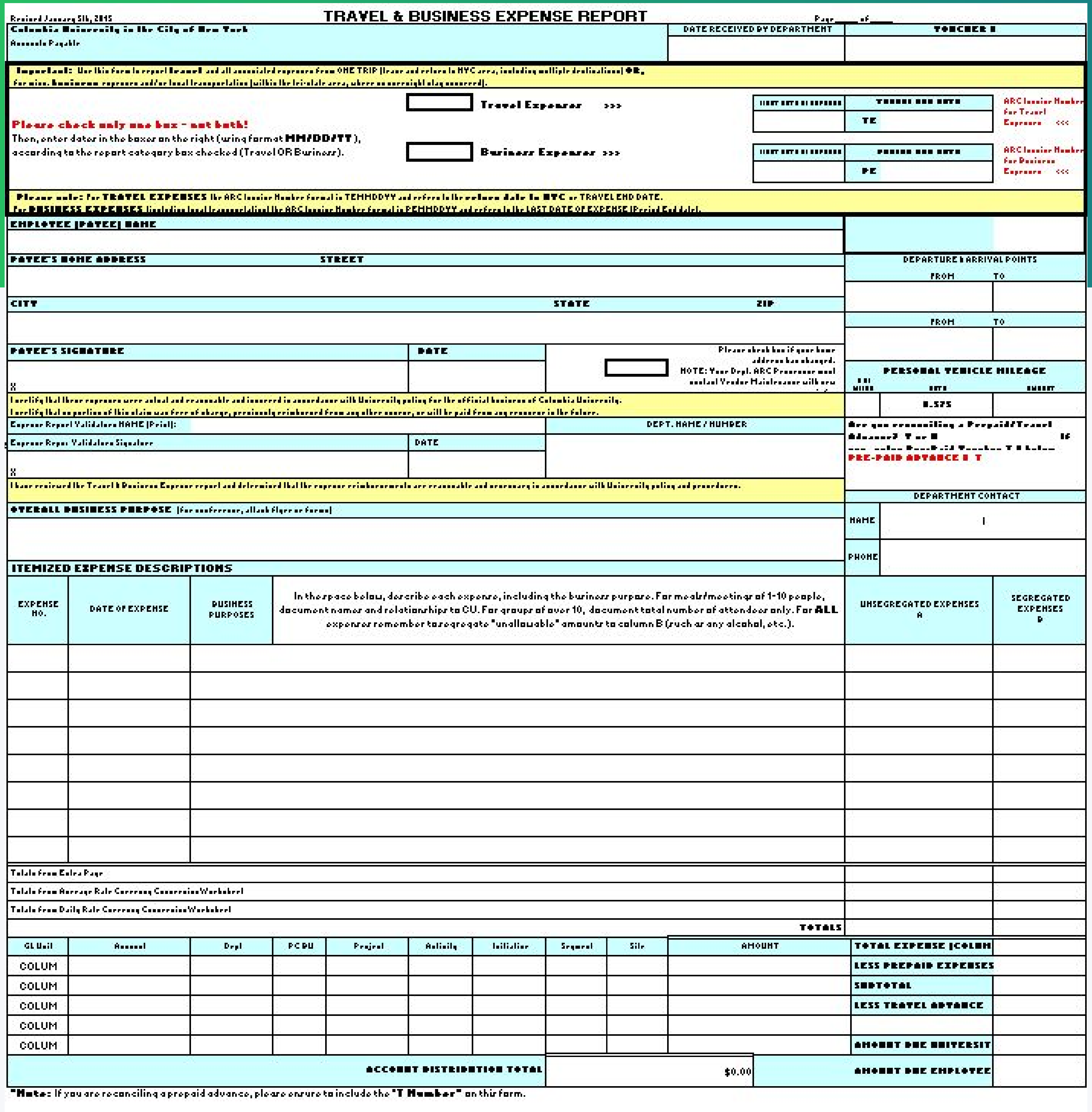
Payment to an international individual or entity by Wire Transfer

- Wire Transfer is a disbursement method used to pay international individuals or entities with an international bank account.
- Each invoice/request to be processed via wire transfer must be submitted on a **Wire Request Form** as it is a separate process from payments by check or direct deposit and the procedure is slightly different.
- The types of payment the University can make to international individuals depend on their visa status. Before extending invitations and offering payment and/or reimbursement of any kind, please verify payment eligibility by visa type as stated in the following payment chart: Allowable Payments by Visa Type
- Submit copies of passport, visa type, entry stamp, I-94 (or ESTA Receipt)

In order for Columbia to maintain its Accountable Plan with the IRS, **all expense reimbursements submitted after 120 days are reported to Payroll as imputed income, added to the employee’s W-2 wages and tax is withheld.**

120 DAY RULE

Imputed Income for Expense Reimbursements submitted after 120 days



REIMBURSEMENT

COLUMBIA FACULTY/STAFF/STUDENT

A Travel & Business Expense Report is required for Columbia faculty, staff, or students seeking reimbursement for business and/or travel expenses incurred on behalf of the University or in support of sponsored activities.

Expenses must be legitimate and conform University and Law School policies, as well as sponsor projects restrictions.

Revised January 5th, 2015

TRAVEL & BUSINESS EXPENSE REPORT

Page ____ of ____

Columbia University in the City of New York Accounts Payable	DATE RECEIVED BY DEPARTMENT	VOUCHER #

Important: Use this form to report **travel** and all associated expenses from ONE TRIP (leave and return to NYC area, including multiple destinations) **OR,** for misc. **business** expenses and/or local transportation (within the tri-state area, where no overnight stay occurred).

Please check only one box - not both!
Then, enter dates in the boxes on the right (using format **MM/DD/YY**), according to the report category box checked (Travel OR Business).

		FIRST DATE OF EXPENSE	TRAVEL END DATE	
x	Travel Expenses >>>	09/10/15	TE 09/13/15	ARC Invoice Number for Travel Expenses <<<

		FIRST DATE OF EXPENSE	PERIOD END DATE	
	Business Expenses >>>		PE	ARC Invoice Number for Business Expenses <<<

Please note: For **TRAVEL EXPENSES** the ARC Invoice Number format is TEMMDDYY and refers to the **return date to NYC** or TRAVEL END DATE.
For **BUSINESS EXPENSES** (including local transportation) the ARC Invoice Number format is PEMMDDYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAYEE) NAME
John Law Student

PAYEE'S HOME ADDRESS STREET		
410 West 116th Street. Apt. 1A		
CITY	**STATE**	**ZIP**
New York	NY	10027

DEPARTURE & ARRIVAL POINTS

FROM	TO
NYC	WAS
WAS	NYC

PAYEE'S SIGNATURE	DATE	
X	9/21/15	[X] Please check box if your home address has changed. NOTE: Your Dept. ARC Processor must contact Vendor Maintenance with new info.

I certify that these expenses were actual and reasonable and incurred in accordance with University policy for the official business of Columbia University.
I certify that no portion of this claim was free of charge, previously reimbursed from any other source, or will be paid from any resource in the future.

PERSONAL VEHICLE MILEAGE

# OF MILES	RATE	AMOUNT
96	0.575	$55.20

Expense Report Validators NAME (Print):		DEPT. NAME / NUMBER
Expense Report IValidators Signature	DATE	DEPT. NAME / 5512345
X		

I have reviewed the Travel & Business Expense report and determined that the expense reimbursements are reasonable and necessary in accordance with University policy and procedures.

Are you reconciling a Prepaid/Travel Advance? Y or N If yes, enter Pre-Paid Voucher T # below
PRE-PAID ADVANCE # T

OVERALL BUSINESS PURPOSE (for conference, attach flyer or forms)
Attended the American Law Business Affairs Conference in Washington DC from 09/10 to 09/13/15

DEPARTMENT CONTACT

NAME	Name Assistant
PHONE	212-854-1234

ITEMIZED EXPENSE DESCRIPTIONS

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES	In the space below, describe each expense, including the business purpose. For meals/meetings of 1-10 people, document names and relationships to CU. For groups of over 10, document total number of attendees only. For **ALL** expenses remember to segregate "unallowable" amounts to column B (such as any alcohol, etc.).	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
1	9/10/15	Round trip Amtrak fare to Washington DC for the American Law Business Affairs Conference		$190.00	
2	9/10/15	Mileage for Personal Vehicule - 96 miles from Point A to Point B		$55.20	
3	9/10/15	Dinner at Shake Shack (no alcohol)		$50.00	
4	9/11/15	Breakfast near by cart - no receipt (no alcohol)		$10.95	
5	9/11/15	Lunch at Shake Shack (alcohol)		$35.00	$15.00
6	9/11/15	Dinner at Chipotle ($10 food overage; $15 alcohol)		$50.00	$25.00
7	9/12/15	Breakfast at Starbucks		$5.99	
8	9/12/15	Dinner at Fiorello with Jane Law Student from NYU (no alcohol; $15 food overage)		$100.00	$15.00
Totals from Extra Page				$1,050.00	$150.00
Totals from Average Rate Currency Conversion Worksheet					
Totals from Daily Rate Currency Conversion Worksheet					
			TOTALS	$1,547.14	$205.00

GL Unit	Account	Dept	PC BU	Project	Activity	Initiative	Segment	Site	AMOUNT		
COLUM										TOTAL EXPENSE (COLUMNS A&B)	$1,752.14
COLUM										LESS PREPAID EXPENSES	
COLUM										SUBTOTAL	$1,752.14
COLUM										LESS TRAVEL ADVANCE	
COLUM											
										AMOUNT DUE UNIVERSITY	
						ACCOUNT DISTRIBUTION TOTAL		Total Must Match Amount Due >>>		AMOUNT DUE EMPLOYEE	$1,752.14

T&B Report Instructions | T&B | Extra_Page | Avg_Rate | Daily_Rate | Avg Rate Instructions | Daily Rate Instructions

Ready

TRAVEL & BUSINESS EXPENSE REPORT INSTRUCTIONS

Columbia University in the City of New York
Accounts Payable

SECTION 1: TRAVEL OR BUSINESS The Travel & Business Expense Report has two uses:

1) Travel Expense reimbursements per trip

A trip may consist of multiple destinations and is defined by leaving, and then returning to NYC (tri-state area). An overnight or extended stay is often involved.

All expenses associated with one trip are reported and tracked by the last date of expense or return date to NYC (called Travel End Date).

Expenses from one trip may be reported on multiple Expense Reports so long as the reports each share the same invoice number (based on the return to NYC date).

2) Business Expense reimbursements submitted on a regular basis (i.e., bi-monthly)

Business Expenses are expenses incurred locally/on campus during the normal course of business, including local transportation, meals, or emergency supply purchases.

These expenses are reported for a period of time and tracked by the last date of expense being reported (called Period End Date).

Steps
1 Select one box: Travel Expenses or Business Expenses depending upon the type of expenses being reimbursed (see above).
2 Enter the date of the earliest expense or First Date of Expense
3 Enter the last date of expense based on the travel return date (Travel End Date) or date of last job related Business Expense (Period End Date).

SECTION 2: PAYEE INFORMATION

Steps
4 Enter the Employee (Payee) Name
5 Enter the Payee's Home Address (P.O. boxes, campus, office or temporary addresses are not allowed).
6 Check the address change box to indicate that the Dept. Processor must contact Vendor Maintenance with new address information via the Vendor Request web form.

SECTION 3: CERTIFICATION & COMPLIANCE

Each expense must conform to University policy, Departmental policy and the rules of the IRS, Federal Government or any Granting Agency.

Steps
7 The employee must sign and date the report, certifying the legitimate, reasonable and necessary business nature of all expenses being reimbursed.
8 Enter the Expense Report Validator's Name
9 The Expense Report Validator must sign and date the Report, certifying the legitimate, reasonable and necessary business nature of all expenses being reimbursed.
10 Enter the Dept. Name / Dept. Number
11 Enter the Dept. Contact Name and Phone Number

SECTION 4: OTHER INFORMATION

Steps
12 For Travel: enter a Travel Advance (T) Number if the payee received an advance (all Travel Advances must be reconciled on an Expense Report showing the necessary expenses for which the advance was used). **For all advances, the account used should always be 17110**
13 For Travel: enter the main Departure and Arrival Points
14 Use the Personal Vehicle Mileage section to calculate personal vehicle mileage reimbursement amounts (the University does not reimburse for gas on private vehicle usage because it is included in the Federal Mileage Reimbursement Rate).

SECTION 5: BUSINESS PURPOSES & ITEMIZED EXPENSES

Steps
15 Enter the Overall Business Reason for incurring either Travel or Business expenses on behalf of the University (please be specific).
16 Enter itemized expenses (organized by date). Describe each expense in detail and include the circumstances (Business Reasons) that demonstrate why the expense was necessary and reasonable in order to conduct University business. Use the following abbreviations (B) Breakfast (L) Lunch (D) Dinner (BusM) Business Meal.
17 Segregate all "unallowable" expenses to Column B including: all amounts spent on alcohol and amounts above any threshold limit placed on meals, lodging, flight class, etc..

SECTION 6: ACCOUNTING

Steps
18 Enter any pre-paid amounts or travel advance amounts in the middle right-hand tally section and answer the question by circling Y or N.
19 The Dept. Processor will enter each ARC chart field value to be charged (using the 66310-66499 Account chartfield series for segregated expenses). The Dept. Processor will make sure that the chart field distribution totals match the total amount being reimbursed (these two totals must also match each other on the ARC Voucher).

SECTION 7: OPTIONAL WORKSHEETS

Steps
20 Use the Extra Page for more itemized expense entries
21 Use the optional Average Rate Currency Conversion Worksheet to convert foreign amounts into U.S. dollars using an average rate of exchange.
22 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 .

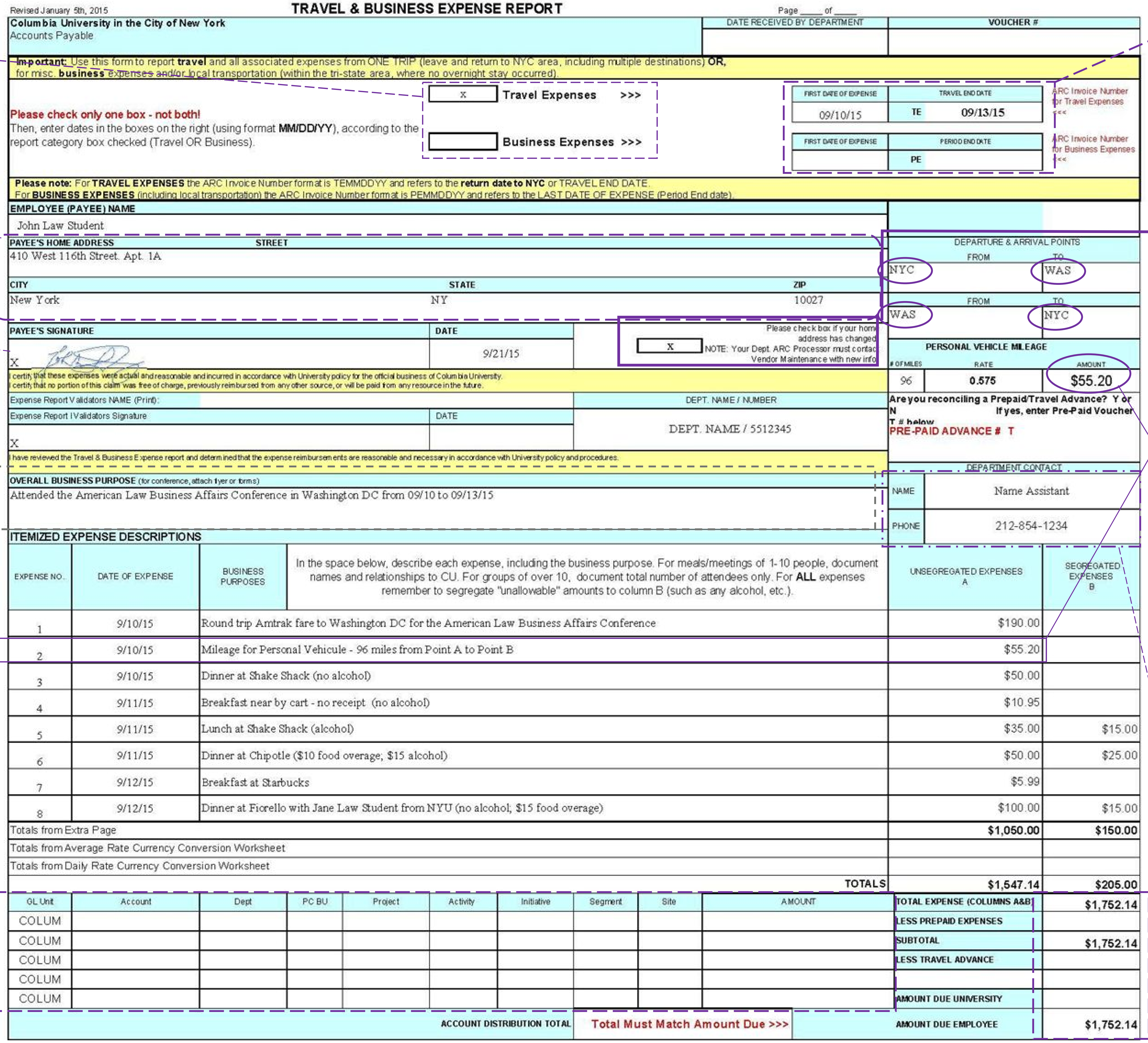
SECTION 8: FINAL STEPS

Steps
23 Save and print the report (print entire workbook if used). The report and worksheets should print one per page. If the workbook is not printing one per page, go to: File>Page Setup> and select "Fit to 1 page(s) wide by 1 tall" (you may need to select this option for each page depending on your system preferences).
24 Attach all supporting documentation including event flyers, flight information, all itemized hotel bills and receipts taped to 81/2 x 11 sized paper.
25 Copy the report and all receipts to keep a record on file.
26 The Dept. Processor enters the voucher into ARC and receives department approval through ARC.
27 The Dept. Processor writes the approved Voucher Number on each page of the report and the Date Received by the Department.
28 The Dept. Processor submits the report and all supporting documentation via the Procurement EDM process.
29 Accounts Payable will contact the Dept through email if there is any missing information needed to complete the expense report.
30 Accounts Payable works with the Dept. by double checking expenditures and providing guidance on policy matters relating to University payments.
31 Accounts Payable reviews and approves the voucher and issues payment.

T&B Report Instructions | T&B | Extra_Page | Avg_Rate | Daily_Rate | Avg Rate Instructions | Daily Rate Instructions

Ready

CORRECT TBER



Revised January 5th, 2015

TRAVEL & BUSINESS EXPENSE REPORT

Page ____ of ____

Columbia University in the City of New York Accounts Payable	DATE RECEIVED BY DEPARTMENT	VOUCHER #

Important: Use this form to report **travel** and all associated expenses from ONE TRIP (leave and return to NYC area, including multiple destinations) **OR,** for misc. **business** expenses and/or local transportation (within the tri-state area, where no overnight stay occurred).

Please check only one box - not both!
Then, enter dates in the boxes on the right (using format **MM/DD/YY**), according to the report category box checked (Travel OR Business).

		FIRST DATE OF EXPENSE	TRAVEL END DATE	
x	Travel Expenses >>>	09/10/15	TE 09/13/15	<<< ARC Invoice Number for Travel Expenses
		FIRST DATE OF EXPENSE	PERIOD END DATE	
	Business Expenses >>>		PE	<<< ARC Invoice Number for Business Expenses

Please note: For **TRAVEL EXPENSES** the ARC Invoice Number format is TEMMDDYY and refers to the **return date to NYC** or TRAVEL END DATE.
For **BUSINESS EXPENSES** (including local transportation) the ARC Invoice Number format is PEMMDDYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAYEE) NAME
John Law Student

PAYEE'S HOME ADDRESS STREET		
410 West 116th Street. Apt. 1A		
CITY	STATE	ZIP
New York	NY	10027

DEPARTURE & ARRIVAL POINTS

FROM	TO
NYC	WAS
WAS	NYC

PAYEE'S SIGNATURE	DATE
X	9/21/15

x — Please check box if your home address has changed. NOTE: Your Dept. ARC Processor must contact Vendor Maintenance with new info

PERSONAL VEHICLE MILEAGE

# OF MILES	RATE	AMOUNT
96	0.575	$55.20

I certify that these expenses were actual and reasonable and incurred in accordance with University policy for the official business of Columbia University.
I certify that no portion of this claim was free of charge, previously reimbursed from any other source, or will be paid from any resource in the future.

Expense Report Validators NAME (Print):		DEPT. NAME / NUMBER
Expense Report I Validators Signature X	DATE	DEPT. NAME / 5512345

Are you reconciling a Prepaid/Travel Advance? Y or N If yes, enter Pre-Paid Voucher T # below
PRE-PAID ADVANCE # T

I have reviewed the Travel & Business Expense report and determined that the expense reimbursements are reasonable and necessary in accordance with University policy and procedures.

OVERALL BUSINESS PURPOSE (for conference, attach flyer or forms)
Attended the American Law Business Affairs Conference in Washington DC from 09/10 to 09/13/15

DEPARTMENT CONTACT

NAME	Name Assistant
PHONE	212-854-1234

ITEMIZED EXPENSE DESCRIPTIONS

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES	In the space below, describe each expense, including the business purpose. For meals/meetings of 1-10 people, document names and relationships to CU. For groups of over 10, document total number of attendees only. For **ALL** expenses remember to segregate "unallowable" amounts to column B (such as any alcohol, etc.).	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
1	9/10/15	Round trip Amtrak fare to Washington DC for the American Law Business Affairs Conference		$190.00	
2	9/10/15	Mileage for Personal Vehicule - 96 miles from Point A to Point B		$55.20	
3	9/10/15	Dinner at Shake Shack (no alcohol)		$50.00	
4	9/11/15	Breakfast near by cart - no receipt (no alcohol)		$10.95	
5	9/11/15	Lunch at Shake Shack (alcohol)		$35.00	$15.00
6	9/11/15	Dinner at Chipotle ($10 food overage; $15 alcohol)		$50.00	$25.00
7	9/12/15	Breakfast at Starbucks		$5.99	
8	9/12/15	Dinner at Fiorello with Jane Law Student from NYU (no alcohol; $15 food overage)		$100.00	$15.00
Totals from Extra Page				$1,050.00	$150.00
Totals from Average Rate Currency Conversion Worksheet					
Totals from Daily Rate Currency Conversion Worksheet					
			TOTALS	$1,547.14	$205.00

GL Unit	Account	Dept	PC BU	Project	Activity	Initiative	Segment	Site	AMOUNT
COLUM									
COLUM									
COLUM									
COLUM									
COLUM									

ACCOUNT DISTRIBUTION TOTAL — Total Must Match Amount Due >>>

TOTAL EXPENSE (COLUMNS A&B)	$1,752.14
LESS PREPAID EXPENSES	
SUBTOTAL	$1,752.14
LESS TRAVEL ADVANCE	
AMOUNT DUE UNIVERSITY	
AMOUNT DUE EMPLOYEE	$1,752.14

1 Indicate if it's a Travel or Business Expense.

2 Dates must be the first and last dates of the expenses, not the date payee signs or submits the form.

3 Name & Address fully typed.

4 If the address on the TBER is a **new address**, please mark this box.

5 MUST have payee's signature.

6 Fill in information for TE (Travel Expenses).

Mileage amount needs to be in an expense line

7 This section MUST be filled. No abbreviations.

8 Include your contact information and department name.

9 Indicate the expense number and be as detailed as possible in the business purpose.

10 All totals must be indicated.

11 Do not write any information on this section. **Business Office use only**.

In order to continue adding expenses to the report, you may use the "Extra Page" which is available on the lower bottom page of the document.

Revised January 5th, 2015

TRAVEL & BUSINESS EXPENSE REPORT

Page____ of ____

Columbia University in the City of New York
Accounts Payable

DATE RECEIVED BY DEPARTMENT	VOUCHER #

Important: Use this form to report **travel** and all associated expenses from ONE TRIP (leave and return to NYC area, including multiple destinations) **OR**, for misc. **business** expenses and/or local transportation (within the tri-state area, where no overnight stay occurred).

Please check only one box - not both!
Then, enter dates in the boxes on the right (using format **MM/DD/YY**), according to the report category box checked (Travel OR Business).

[x] **Travel Expenses >>>**

FIRST DATE OF EXPENSE	TRAVEL END DATE	
09/10/15	TE 09/13/15	ARC Invoice Number for Travel Expenses <<<

[ ] **Business Expenses >>>**

FIRST DATE OF EXPENSE	PERIOD END DATE	
	PE	ARC Invoice Number for Business Expenses <<<

Please note: For **TRAVEL EXPENSES** the ARC Invoice Number format is TEMMDDYY and refers to the **return date to NYC** or TRAVEL END DATE.
For **BUSINESS EXPENSES** (including local transportation) the ARC Invoice Number format is PEMMDDYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAYEE) NAME
John Law Student

PAYEE'S HOME ADDRESS — **STREET**
410 West 116th Street. Apt. 1A

CITY	STATE	ZIP
New York	NY	10027

PAYEE'S SIGNATURE	DATE
X	9/21/15

[X] Please check box if your home address has changed.
NOTE: Your Dept. ARC Processor must contact Vendor Maintenance with new info.

Expense Report Validators NAME (Print):
DEPT. NAME / NUMBER
Expense Report Validators Signature — DATE
X

OVERALL BUSINESS PURPOSE (for conferences, attach flyer or forms)
Attended the ALBAC in Washington DC from 09/10 to 09/13/15

DEPARTURE & ARRIVAL POINTS

FROM	TO

PERSONAL VEHICLE MILEAGE

# OF MILES	RATE	AMOUNT
	0.575	

Are you reconciling a Prepaid/Travel Advance? Y or N If yes, enter Pre-Paid Voucher T # below
PRE-PAID ADVANCE # T

DEPARTMENT CONTACT
NAME
PHONE

ITEMIZED EXPENSE DESCRIPTIONS

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES	In the space below, describe each expense, including the business purpose. For meals/meetings of 1-10 people, document names and relationships to CU. For groups of over 10, document total number of attendees only. For **ALL** expenses remember to segregate "unallowable" amounts to column B (such as any alcohol, etc.).	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
1	9/10/15	Round trip fare Amtrak to Washington DC for the American Law Business Affairs conference		$190.00	
2	9/10/15	Lunch at Chipotle (no alcohol)		$35.00	
3	9/10/15	Dinner at Shake Shack (no alcohol)		$50.00	
4	9/11/15	Breakfast near by cart - no receipt (no alcohol)		$10.95	
5	9/11/15	Lunch at Shake Shack (alcohol)		$35.00	$15.00
6	9/11/15	Dinner at Chipotle ($10 food overage; $15 alcohol)		$50.00	$25.00
7	9/12/15	Breakfast at Starbucks		$5.99	
8	9/12/15	Dinner at Fiorello with Jane Law Student from NYU (no alcohol; $15 food overage)		$100.00	$15.00
Totals from Extra Page				$1,050.00	$150.00
Totals from Average Rate Currency Conversion Worksheet					
Totals from Daily Rate Currency Conversion Worksheet					
			TOTALS	$1,526.94	$205.00

GL Unit	Account	Dept	PCBU	Project	Activity	Initiative	Segment	Site	AMOUNT
COLUM									
COLUM									
COLUM									
COLUM									
COLUM									

ACCOUNT DISTRIBUTION TOTAL — **Total Must Match Amount Due >>>**

TOTAL EXPENSE (COLUMNS	$1,731.94
LESS PREPAID EXPENSES	
SUBTOTAL	$1,731.94
LESS TRAVEL ADVANCE	
AMOUNT DUE UNIVERSITY	
AMOUNT DUE EMPLOYEE	$1,731.94

*Note: If you are reconciling a prepaid advance, please ensure to include the "T Number" on this form.

T&B Report Instructions | T&B | Extra_Page | Avg_Rate | Daily_Rate | Avg Rate Instructions | Daily Rate Instructions

Ready

EXTRA PAGE

Revised June 28, 2012 — **EXPENSE REPORT EXTRA PAGE** — Page _____ of ____

Columbia University in the City of New York	PAYEE NAME	INVOICE #
Accounts Payable	John Law Student	

DESCRIPTION OF EXPENSES / ITEMIZED BUSINESS REASONS

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES In the table below describe each expense. Please provide the full names for business meals/meetings attendees along with the meeting agenda (or topic of discussion).	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
9	9/13/15	Hotel for 3 nights at $400 per night	$1,050.00	$150.00
		TOTALS	**$1,050.00**	**$150.00**

Revised June 28, 2012

AVERAGE RATE CURRENCY CONVERSION WORKSHEET

Page _____ of _____

Columbia University in the City of New York	PAYEE NAME	INVOICE #
Accounts Payable	John Law Student	

AVERAGE EXCHANGE RATE CALCULATOR

CURRENCY BEING CONVERTED **INTO** US DOLLARS:	
ENTER FIRST (DATE OF EXPENSE) EXCHANGE RATE	
ENTER LAST (DATE OF EXPENSE) EXCHANGE RATE	
AVERAGE EXCHANGE RATE FOR US DOLLARS:	0.0000

Thresholds	USD Amt. Allowed	Foreign Amt. Allowed
Breakfast:	$25.00	
Lunch:	$35.00	
Dinner:	$50.00	
Foreign Hotel:	$400.00	
Misc.:	$0.00	

DESCRIPTION OF EXPENSES						
DATE OF EXPENSE	BUSINESS PURPOSE	TOTAL FOREIGN CURRENCY AMOUNT	UNSEGREGATED FOREIGN CURRENCY AMOUNT	SEGREGATED FOREIGN CURRENCY AMOUNT	UNSEGREGATED U.S DOLLAR AMOUNT	SEGREGATED U.S DOLLAR AMOUNT
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
				0.00	$0.00	$0.00
	TOTALS	0.00	0.00	0.00	$0.00	$0.00

AVERAGE RATE CURRENCY CONVERSION WORKSHEET INSTRUCTIONS

Columbia University in the City of New York
Accounts Payable

WORKSHEET NOTES

This worksheet is designed to help organize and perform currency conversions. This worksheet may be used as supporting documentation attached to a Travel & Business Expense Report along with the converter results printed from Oanda.com.

Follow the instructions below on how to obtain the average rate of exchange. This calculation is done on the worksheet so that one may enter itemized expenses in the foreign currency and it will automatically convert and show amounts and totals in U.S. dollars.

POLICY NOTES

Expense Reports are submitted in U.S. dollars (with documentation and translation of any foreign receipts and their conversions).

For Foreign Currency Exchange on Travel Advances
For Travel Advances, the exchange rate used at the time of currency exchange must be used when submitting expenses related to the advance.
Exchange rates can be obtained by making notations on the original receipts obtained from establishments at the time of the currency exchange transactic

For Foreign Currency Exchange on Employee Reimbursements
For Employee Reimbursements, either an average rate or a date of expense rate can be used for currency exchange on expenses paid while traveling abr
The date of expense rate can be obtained by making notations on the original receipts obtained from establishments at the time of the currency exchange
For purchases made on a credit card, use the exchange rate for the transaction provided on the credit card statement.

SEGREGATED EXPENSES

Please remember the following items must be segregated:

All alcohol amounts
All entertainment expenses
Meal amount overages: amounts OVER $25 (B) $35 (L) $50 (D) not including tip
Lodging amount overages: amounts OVER $400 per night international ($350 per night domestic)
Travel amount overages: amounts OVER the lowest available fare

OBTAINING EXCHANGE RATES TO BE USED ON THE WORKSHEET

1. Go to http://www.oanda.com/currency/historical-rates/ and obtain the exchange rate for the date of the first expense
2. From the same web page, enter the date of the last expense
3. Using the Avg_Rate Worksheet, enter each rate into the appropriate first and last date exchange rate fields (Step 1 and Step 2)
4. The Average Exchange rate is calculated by the Worksheet

STEP-BY-STEP INSTRUCTIONS

1. **Obtain the exchange rate from the first day of expense and the last date of expense** following the instructions above.
2. **Enter the First** Date of expense **Exchange Rate** into the Average Exchange Rate Calculator
3. **Enter the Last** Date of expense **Exchange Rate** into the Average Exchange Rate Calculator
4. For meals and hotel amounts **use the calculator to find the threshold amounts allowed** in the foreign currency.
5. For meal and hotel expenses use the **amount allowed (plus tip) and (minus any alcohol)**.
6. **Describe each expense including the job related business purpose**
7. First **enter the full amount** on the receipt into the Total Foreign Currency Amount column
8. Next **enter the allowable (unsegregated) amount** from the foreign receipt based on threshold amounts, etc.
9. The balance of "unallowable" amounts will be automatically segregated from what was entered as allowed for each item.
10. The worksheet will automatically perform the conversion into U.S. dollars based on the average rate calculated in the Average Exchange Rate Calculator.

T&B Report Instructions | **T&B** | Extra_Page | Avg_Rate | Daily_Rate | Avg Rate Instructions | Daily Rate Instructions

Ready

Revised June 28, 2012

DAILY RATE CURRENCY CONVERSION WORKSHEET

Page ____ of ____

Columbia University in the City of New York Accounts Payable	PAYEE NAME	INVOICE #
	John Law Student	

THRESHOLD AMOUNTS CALCULATOR

DAILY EXCHANGE RATE RATE FOR US DOLLARS:

Thresholds	USD Amt. Allowed	Foreign Amt. Allowed
Breakfast:	$25.00	
Lunch:	$35.00	
Dinner:	$50.00	
Foreign Hotel:	$400.00	

DESCRIPTION OF EXPENSES							
DATE OF EXPENSE	BUSINESS PURPOSE	DAILY EXCHANGE RATE	TOTAL FOREIGN CURRENCY AMOUNT	UNSEGREGATED FOREIGN CURRENCY AMOUNT	SEGREGATED FOREIGN CURRENCY AMOUNT	UNSEGREGATED U.S DOLLAR AMOUNT	SEGREGATED U.S DOLLAR AMOUNT
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
					0.00	$0.00	$0.00
	TOTALS		0.00	0.00	0.00	**$0.00**	**$0.00**

DAILY RATE CURRENCY CONVERSION WORKSHEET INSTRUCTIONS

Columbia University in the City of New York
Accounts Payable

WORKSHEET NOTES

This worksheet is designed to help organize and perform currency conversions. This worksheet may be used as supporting documentation attached to a Travel & Business Expense Report.

Follow the instructions below on how to obtain the daily (actual) rate of exchange. This calculation is done on the top part of the worksheet in order to show threshold amounts in the foreign currency and must also be entered for each expense so that the foreign currency amounts will automatically convert into U.S. dollars.

POLICY NOTES

Expense Reports are submitted in U.S. dollars (with documentation and translation of any foreign receipts and their conversions).

For Foreign Currency Exchange on Travel Advances
For Travel Advances, the exchange rate used at the time of currency exchange must be used when submitting expenses related to the advance.
Exchange rates can be obtained by making notations on the original receipts obtained from establishments at the time of the currency exchange transactio

For Foreign Currency Exchange on Employee Reimbursements
For Employee Reimbursements, either an average rate or a date of expense rate can be used for currency exchange on expenses paid while traveling abro
The date of expense rate can be obtained by making notations on the original receipts obtained from establishments at the time of the transaction.
For purchases made on a credit card, use the exchange rate for the transaction provided on the credit card statement.

SEGREGATED EXPENSES

Please remember the following items must be segregated:

All alcohol amounts
All entertainment expenses
Meal amount overages: amounts OVER $25 (B) $35 (L) $50 (D) not including tip
Lodging amount overages: amounts OVER $400 per night international ($350 per night domestic)
Travel amount overages: amounts OVER the lowest available fare

OBTAINING EXCHANGE RATES TO BE USED ON THE WORKSHEET

The exchange rate used on the transaction must be either highlighted or written on the original receipts or besides the original receipt on the sheet to which taped for the reimbursable expenses.

Original receipts are required.

STEP-BY-STEP INSTRUCTIONS

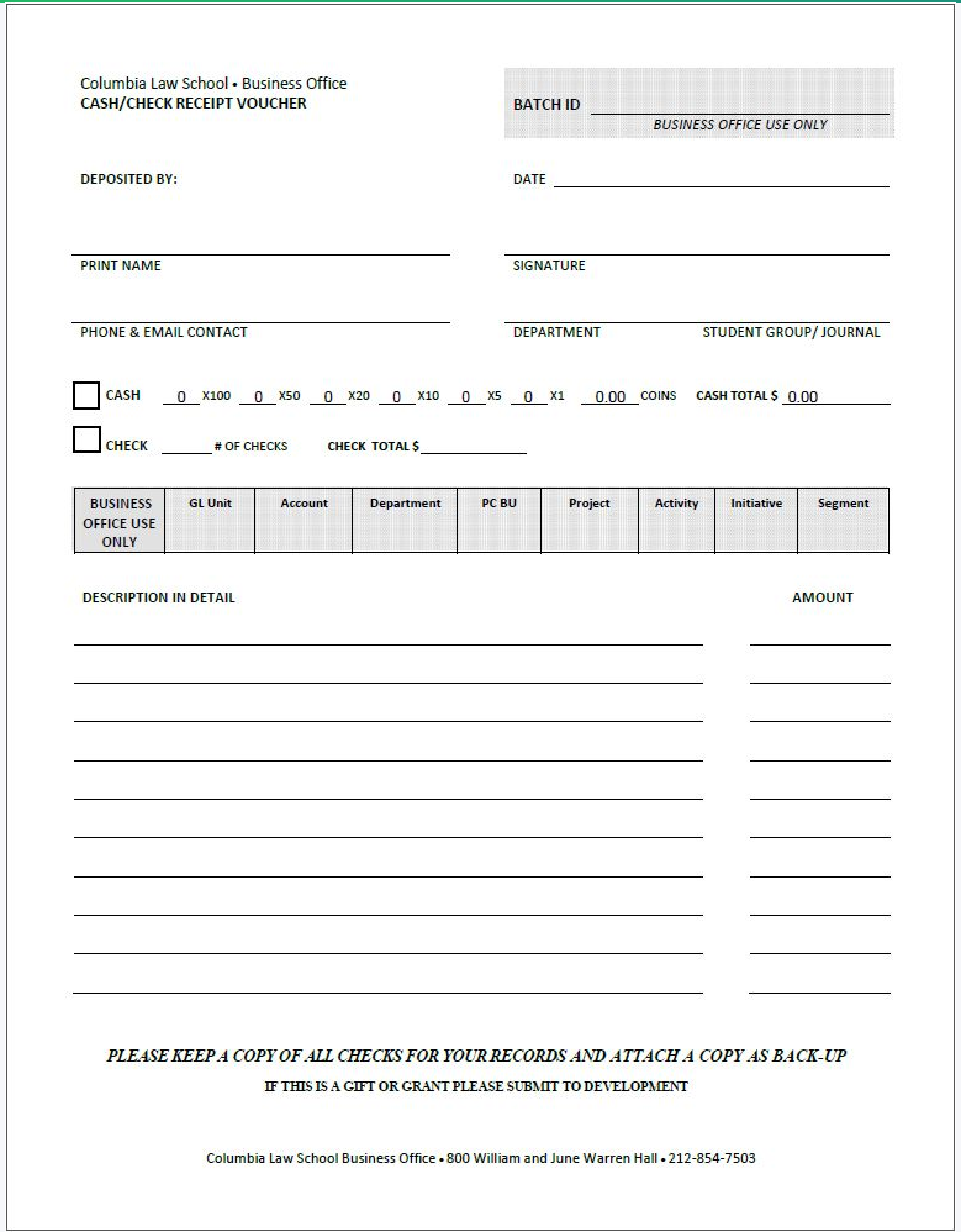
1. **Obtain the exchange rates for each date of expense** following the instructions above.
2. **Enter the Exchange Rate** into the Threshold Amounts Calculator
3. For meals and hotel amounts **use the calculator to find the threshold amounts allowed** in the foreign currency.
4. For meal and hotel expenses use the **amount allowed (plus tip) and (minus any alcohol)**.
5. **Describe each expense including the job related business purpose**
6. Enter the Exchange Rate being used for each itemized expense in the Daily Exchange Rate column.
7. Next **enter the full amount** on the receipt into the Total Foreign Currency Amount column
8. Next **enter the allowable (unsegregated) amount** from the foreign receipt based on threshold amounts, etc.
9. The balance of "unallowable" amounts will be automatically segregated from what was entered as allowed for each item.
10. The worksheet will automatically perform the conversion into U.S. dollars based on the daily rate entered for each line.

T&B Report Instructions | **T&B** | Extra_Page | Avg_Rate | Daily_Rate | Avg Rate Instructions | Daily Rate Instructions

Ready

HOW TO RECEIVE A PAYMENT

Make a Cash or Check Deposit



Columbia Law School • Business Office
CASH/CHECK RECEIPT VOUCHER

BATCH ID ____________
BUSINESS OFFICE USE ONLY

DEPOSITED BY: DATE

PRINT NAME SIGNATURE

PHONE & EMAIL CONTACT DEPARTMENT STUDENT GROUP/ JOURNAL

☐ CASH 0 X100 0 X50 0 X20 0 X10 0 X5 0 X1 0.00 COINS CASH TOTAL $ 0.00

☐ CHECK ____ # OF CHECKS CHECK TOTAL $ ____________

BUSINESS OFFICE USE ONLY	GL Unit	Account	Department	PC BU	Project	Activity	Initiative	Segment

DESCRIPTION IN DETAIL AMOUNT

PLEASE KEEP A COPY OF ALL CHECKS FOR YOUR RECORDS AND ATTACH A COPY AS BACK-UP

IF THIS IS A GIFT OR GRANT PLEASE SUBMIT TO DEVELOPMENT

Columbia Law School Business Office • 800 William and June Warren Hall • 212-854-7503

Deposits

Departments receiving funds for any credit balance, reimbursement, and fees to Columbia Law School, must submit a Cash Receipt Voucher along with the cash or checks in person to the Business Office. All checks must be made payable to *"Columbia University"* on behalf of your department.

Receive a Bank Wire or ACH Direct Deposit

Receiving Funds at Columbia

Departments receiving funds into Columbia University's bank account whether it is by bank wire or direct deposit, must contact Gabriele Werffeli.

Important Information:

Incoming funds must include a specific reference for the payment to be located in the university's account. In addition, an electronic copy of the payment confirmation must be provided in order for the funds to be claimed from Columbia's Treasury and be applied to the appropriate department within the Law School.

HOW TO MAKE TRAVEL ARRANGEMENTS

Book Air or Rail Travel

COLUMBIA LAW SCHOOL

TRAVEL REQUEST
VALERIE WILSON TRAVEL

Dear Colleague,

As you may know, Columbia Law School has retained the services of Valerie Wilson Travel to book air and rail travel for our school's guests, students, faculty, and staff. Our representatives Judy Gutow, Jackie Dash, and Lori Ean will be very happy to make the necessary arrangements for us and on our behalf. Here are their contact details:

Judy Gutow	judyg@vwti.com	(212) 592-1318
Jackie Dash	jackieleonad@vwti.com	(212) 592-1325
Lori Ean	lorie@vwti.com	(212) 592-1316

STEP 1 – MAKING YOUR RESERVATION

Please create an e-mail message with the subject line: PASSENGER NAME, COLUMBIA LAW SCHOOL, and send the appropriate form to the travel agent of your choice. Booking forms for Faculty & Staff, Student, or Guest are linked under Key Forms. Please confirm the details of the trip with the travel agent before requesting approval.

☐ Judy Gutow ☐ Jackie Dash ☐ Lori Ean

STEP 2 – REQUESTING APPROVAL

Please describe the Business Purpose of the upcoming trip, and include date of departure:

Passenger(s) Relation to Columbia: ☐ Guest ☐ Student ☐ Faculty ☐ Staff

Passenger(s): 1. ______ 4. ______ 7. ______
2. ______ 5. ______ 8. ______
3. ______ 6. ______ 9. ______

Submitted by: ______ E-mail Address: ______

Name of your Department, Center, or Program: ______

Project, Grant, or Event Name: ______

After confirming the reservation with the travel agent, please email this completed form, and final itinerary along with the event flyer, agenda, or invitation to travel@law.columbia.edu for review and approval.

Columbia International Travel Planning Policy
Columbia persons traveling internationally must register their international Columbia Travel through the University's Global Travel portal by clicking the link labeled ISOS MyTrips to register a trip.

☐ I hereby confirm that all international Columbia Travel has been registered.

Please always feel free to reach out to the Business Office Team for assistance at any point along the way.

Warm regards,

Business Office Team
travel@law.columbia.edu
(212) 854-7503

Valerie Wilson Travel

Columbia Law School uses the services of Valerie Wilson Travel to assist guests, students, faculty, and staff with air and rail travel.

Departments must follow the steps on the Travel Request Cover Form (or reference next slide) in order to book the reservation, and request approval by submitting the completed form along with the event flyer, agenda, invitation to travel@law.columbia.edu with the subject PASSENGER NAME, COLUMBIA LAW SCHOOL.

Valerie Wilson Fees

$35	$40	$60	$20	$35	$40+
Amtrak Rail	Domestic Flight	International Flight	Void Ticket	Ticket Refund	VWT Waiver

Book Air or Rail Travel

Step 1 – Booking

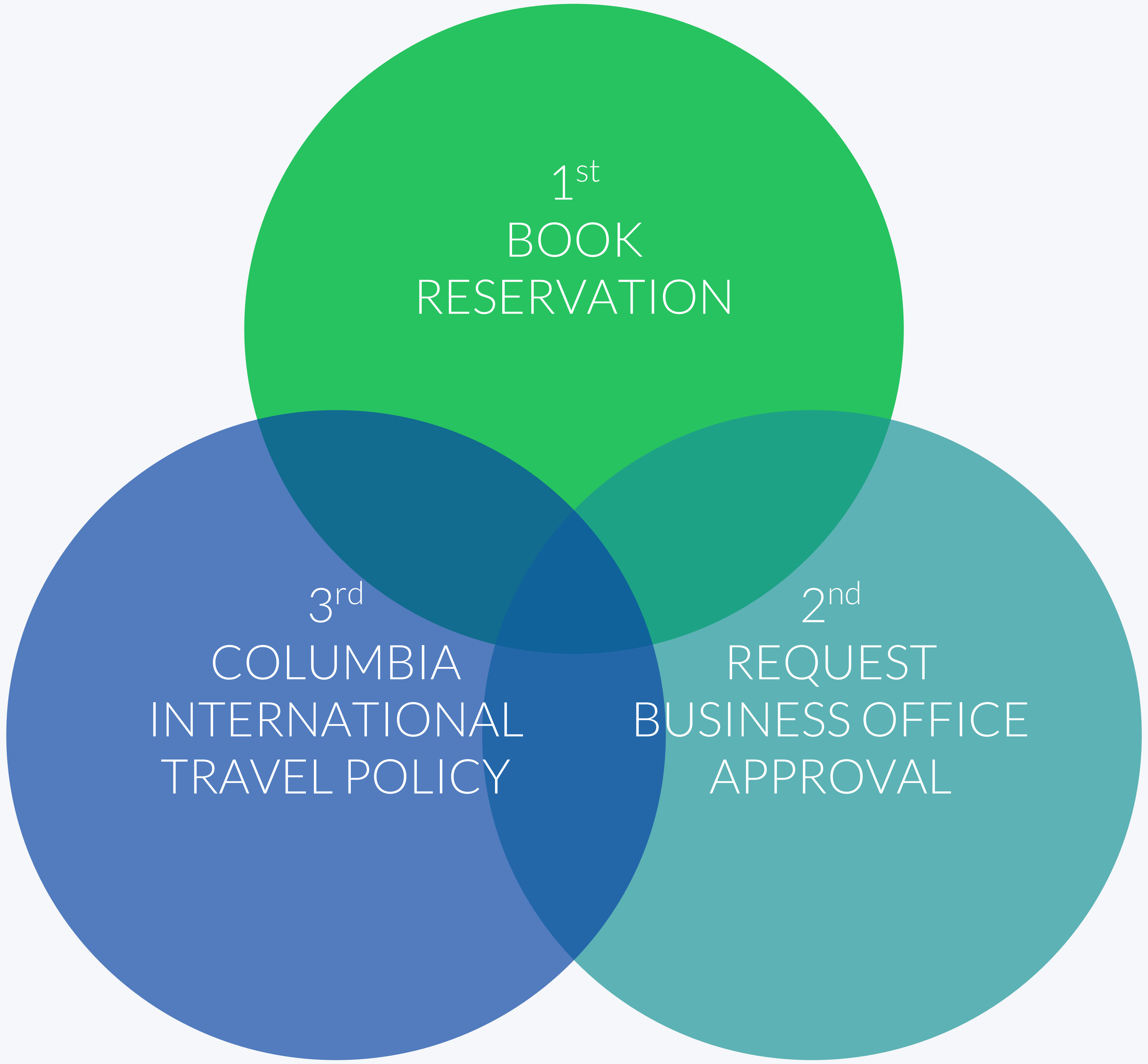
Please create an email message with the subject line: PASSENGER NAME, COLUMBIA LAW SCHOOL, and send the appropriate booking forms for Faculty & Staff, Student, or Guest to Valerie Wilson.

Step 2 – Requesting Approval

After confirming the reservation with the travel agent, please email the completed Travel Request Cover Form, and final itinerary, along with the event flyer, agenda, or invitation to travel@law.columbia.edu for review and approval.

Columbia's International Travel Policy

If applicable, confirm compliance with Columbia University's International Travel Planning Policy, according to which Columbia persons should register their International Columbia Travel through the University's global travel portal Register a Trip.



Reserve Hotel for a Guest in NYC

Columbia University Purchasing Card (P-Card) may be used to make business-related hotel reservations for **guests and visitors** at preferred local hotels. To view our preferred hotels and rates, view Columbia Preferred Hotels & Rates. The event coordinator may start by visiting the hotel site through Columbia's travel portal to initiate booking, and to change or cancel an existing reservation. The P-Card holder must be mindful that the P-Card must **not** be used with any other hotels, and must **not** be used to book hotel for Columbia faculty, staff, or students.

Six Preferred Hotels

1. Aloft Harlem
2. Hotel Beacon
3. Hotel Belleclaire
4. Hotel Newton
5. NYLO Hotel
6. The Lucerne Hotel

To book hotel stay (to be discontinued by 12/31/17)

- Contact the preferred hotel to book the reservation, and submit a **Hotel Reservation Form** along with the event flyer, agenda, invitation to the Business Office email with the subject HOTEL RESERVATION.
- Upon receipt of the completed form, an authorization letter will be faxed directly to the hotel for internal billing.

Use of Personal and Rental Vehicle

Personal Vehicle

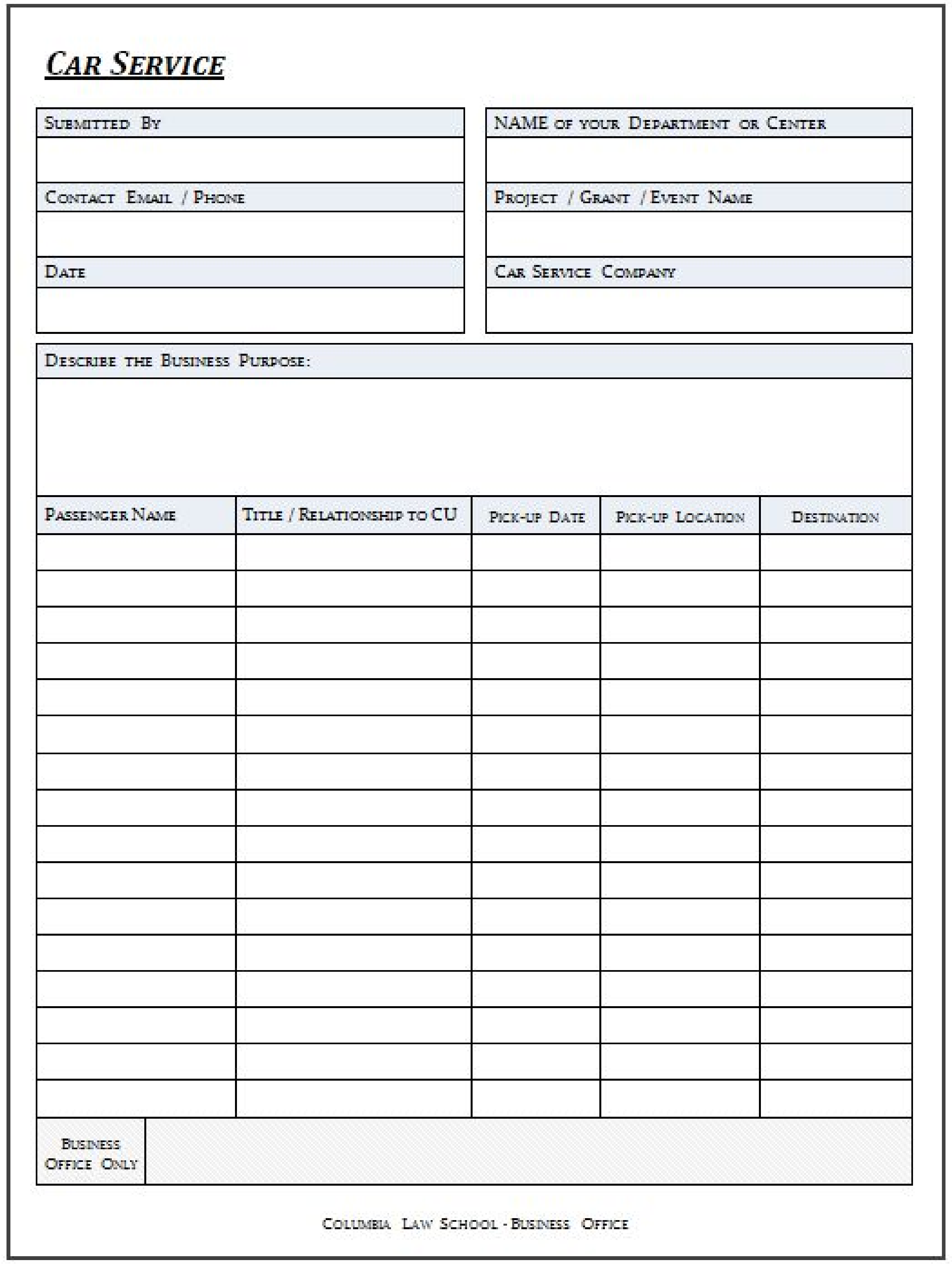
Reimbursement for driving a personal vehicle is calculated by the total business mileage driven and mileage rate (total mileage * mileage rate). A Google Maps printout must be submitted as backup reflecting the total mileage, points of origin and destination when requesting reimbursement..

Rental Vehicle

Through an agreement with Hertz, Columbia University carries additional insurance/Loss and Damage Waiver. If you pay for this insurance, understand that Columbia will **NOT** reimburse this expense. Use Hertz – Hertz Car Rental Policy

Ground Transportation Information

Car Service



CAR SERVICE

Submitted By	NAME of your Department or Center
Contact Email / Phone	Project / Grant / Event Name
Date	Car Service Company

Describe the Business Purpose:

Passenger Name	Title / Relationship to CU	Pick-up Date	Pick-up Location	Destination

Business Office Only

Columbia Law School - Business Office

Minutemen & Odyssey

- Columbia Law School uses the services of Minutemen and Odyssey to assist guests, students, faculty, and staff with ground transportation.
- First time users must email the Business Office requesting the account number. Once obtained, contact Minutemen or Odyssey directly to make the reservation using the Law School account number.
- Departments are required to submit a Car Service Form to the Business Office email with the subject CAR SERVICE, each time a reservation is made, for internal billing purposes.

HOW TO ARRANGE AN EVENT

On Campus Events

Delivery and drop-off of food

- No contract is required.
- Payment can be made against an Invoice.

Catered events that include waitstaff

- A **Purchase Order** is required.
- If alcohol is served, a **NYC Temporary Catering Permit** is also required for **each** day of the event.
- The list of venues below are the Law School preferred caterers. Departments are strongly encouraged to cater all their events with any of these venues.

• Alice On Six	• K of New York LLC
• Between the Bread Catering	• Kitchenette
• Dig Inn Seasonal Market	• Scholastic
• Flavor Catering	• Soleil Caterers
• Food Trends	• Sterling Affair
• Gracious Thyme Catering	• Y&P Enterprise (Corner Café)

Reference: Prerequisites - Purchase Orders & Contracts

Off Campus Events

Gatherings of 29 or fewer attendees

- No contract is required, unless requested by the venue.
- Payment can be made against an Invoice.

Gatherings of 30 or more attendees

- A formal **Event Contract** is required, and must be signed by purchasing.
- If the venue does not require a contract, email the Business Office. Columbia will prepare a standard amendment to accompany the venue’s invoice.
- Happy Hour drinks only events do not require a contract.

Reference: Prerequisites - Purchase Orders & Contracts

Lunch at Faculty House

FACULTY HOUSE DINING ROOM VOUCHER

Please provide this voucher to your server at the time you are seated

Date: ____________

School/Department: ______________

Name: _________________

Faculty House Member ID # ____________

Number of Guests: ____________

This voucher is to certify that __________________ is authorized to charge _____ meals at Faculty House.

Chart String

Business Unit: ____________ Department: ____________

Project: _________________ Initiative: ______________

Business Unit: ____________ Activity: ________________

Segment: _______________

This voucher is not to exceed _____ guests.

NOTE TO CUSTOMERS ON GRATUITIES: For dining room service, gratuities are not accepted on individual meals; however, as in years past, there will be an annual solicitation for contributions to the Employee Annual Fund, in which customers can make contributions to recognize employee service.

Sincerely,

____

Authorized Signature

212.854.1200 • facultyhouse.com
64 Morningside Drive • New York, New York 10027

FACULTY HOUSE
COLUMBIA UNIVERSITY

Three types of lunches

1. STUDENT & FACULTY LUNCH
2. APPOINTMENT COMMITTEE
3. VISITORS AND GUESTS

Provide the following information to the Dean's Office to request a voucher:

UNI
NUMBER OF GUESTS
DATE

Letters of Credit

Letters of Credit are issued to department and centers to charge the Law School for meals at local restaurants . A letter of credit can only be issued if the event does not require a contract. For a list of venues that currently accept Letters of Credit, click here. To request a letter of credit, email a **Letter of Credit Request** to the Business Office with the subject LETTER OF CREDIT.

On Campus

All delivery and drop-off of food

- A Letter of Credit may be requested by submitting a request to the Business Office.

Catered events that include wait staff

- Payment can only be made against an Invoice
- If alcohol is served, a **NYC Temporary Catering Permit** is required for **each** day of the event.
- A Letter of Credit may be requested by submitting a request to the Business Office.

Off Campus

Gatherings of 29 or fewer attendees

- A Letter of Credit may be requested by submitting a request to the Business Office.

Gatherings of 30 or more attendees

- Payment can only be made against an invoice
- A formal **event contract** is required; please direct the venue's contract to the Business Office well in advance of the event date, in order to have it signed. Happy hour drinks only events do not require a contract.
- If the venue does not require a contract, email the Business Office and Columbia will prepare a contract.

Travel Meeting Card

The Travel Meeting Card is a card used for groups of five or more to pay for University-approved travel and business related expenses. Clear documentation for each expense is required upfront, before use of the Travel Meeting Card.

- HOTELS FOR GROUPS OF FIVE OR MORE OUTSIDE OF NEW YORK CITY
- GROUP MEALS/DINNERS OFF CAMPUS FOR FIVE OR MORE
- OFF-SITE EVENT/MEETING SPACE RESERVATIONS OR DEPOSITS

Sponsor an Event of Third Party

Third party events can only be arranged if a Law School department agrees to sponsor the event. The sponsor department covers all expenses associated with the event and is responsible for making all arrangements necessary. Such as obtaining information and any required documentation, providing department chartstring to facilities, building services, and special events for internal expenses, keeping record of all expenses associated with the event, invoicing the third party, and making the deposit of reimbursed funds once received. The sponsor department assumes all costs in the event the third party does not reimburse the funds to the Law School.

IN CONCLUSION...

Thresholds & Limits

University Affiliates and Guests

Airfares

Economy Class Only

Hotel Rates

Domestic Hotel: **$350 per night**
International Hotel: **$400 per night**

Meals & Food

Breakfast: **$25 per person**
Lunch: **$35 per person**
Dinner: **$50 per person**

Limited to: 1 breakfast, 1 lunch, 1 dinner per day.
Does not include tax or tip, but does include any alcohol.

Faculty Meals/Entertainment

Appointments/Recruiting

Lunch: **$35 per person**

Workshops/Colloquiums

Dinner: **$75 per person**

Full-Time Faculty-Student Lunches

Lunch: **$25 per person**

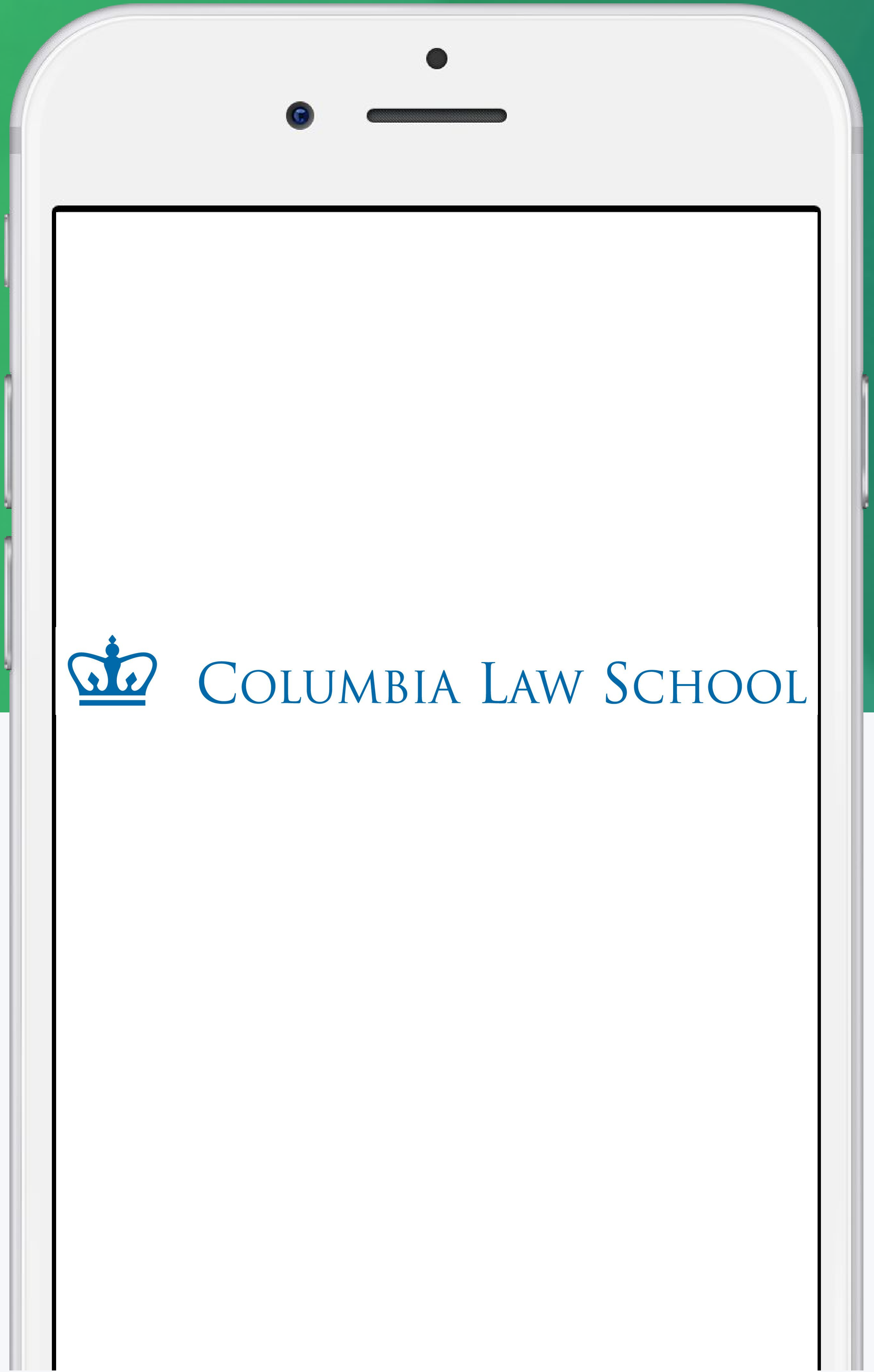
Teaching Assistant-Student Lunches

Lunch: **$14 per person**

Adjunct-Student Lunches

Lunch: **$25 per person** *per enrolled student per semester OR* **$35 per person** *alternatively, to host a party for the entire class.*

Smartphones & Accessories



- Orders are placed at the Business Office
- Make selection based on your needs
- Email your request to the Business Office
- You will be notified as soon as the device and/or accessories arrives
- All smart phones and accessories are billed directly to the professor’s Research Allocation.

NO REIMBURSEMENTS ARE AVAILABLE ON INDIVIDUAL PURCHASES.
IT EQUIPMENT IS NOT A REIMBURSABLE EXPENSE AND MUST BE PURCHASED THROUGH LAW SCHOOL IT.

Key Forms & Links

- Columbia Master Agreements
- Columbia Promotional Vendors
- W-9 Form
- W-9 Form Instructions
- W-8 BEN Form
- W-8 BEN Instructions
- W-8 BEN E Form
- W-8 BEN E Instructions
- 8233 Form
- 8233 Instructions
- ESTA Application Website
- Vendor/Payee Web Form
- Allowable Payments by Visa Type
- Service Provider Agreement
- Photography Rider
- Scope of Work
- Certificate of Insurance (sample)
- Independent Contractor Certification
- Writer Agreement
- Artist Agreement A (individual only)
- Artist Agreement B (individual plus)
- Artist Agreement C (company/entity)
- Coversheet
- Check Request
- Wire Request
- Non-Employee Expense Worksheet
- Missing Receipt Worksheet
- Oanda Currency Converter
- Google Maps
- Hertz Car Rental Policy
- Ground Transportation Information
- Mileage Rate (current)
- Honorarium Policy
- Travel & Business Expense Report
- Law School Expense Policy
- Adjunct Faculty Expense Policy
- Letter of Credit Request
- Letter of Credit Venues
- Travel Request Cover Form
- Columbia International Travel Policy
- Aloft Harlem
- Hotel Beacon
- Hotel Belleclaire
- Hotel Newton
- NYLO Hotel
- The Lucerne Hotel
- Columbia Preferred Hotels & Rates
- Hotel Reservation Form
- Car Service Form
- Cash Receipt Voucher
- ARC Vendor ID Lookup
- AP Payment Status & Remittance
- Supplemental Approval Form
- Policy Exception Request

Stay Connected with Us

Contact Info

Email: business_office@law.columbia.edu
Vendors: vendors@law.columbia.edu
Travel: travel@law.columbia.edu

Telephone

Phone: +1 (212) 854-7503
Fax: +1 (212) 854-7765

Email us if you have any questions and comments!

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New York, NY 10027

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New York, NY 10027

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