HOW WE DO BUSINESS AT THE LAW SCHOOL

Columbia Law School
Business Office

Business Procedures as of September 21, 2016
WHAT WE WILL COVER

- How to arrange On-Campus & Off-Campus Events
- How to setup a New Vendor
- How to sign up for ACH Direct Deposit
- How to request Payments
- How to prepare Travel & Business Expense Reports
- How to arrange for Lunch at Faculty House
- How to request a Letter of Credit
- How to book Air & Rail Travel
- How to book Hotel Reservations in New York City
- How to order a Car Service
- How to use the Travel Meeting Card
How to arrange Events

On-Campus

For ALL delivery and drop-off of food
❖ NO contract is required
❖ Payment will be made against invoice

For catered events that include waitstaff
❖ You must use one of these preferred caterers:
  • Alice on Six
  • Between the Bread Catering
  • Dig Inn Seasonal Market
  • Flavor Catering
  • Food Trendz
  • Gracious Thyme Catering
  • K of New York, LLC
  • Kitchenette
  • Scholastic
  • Soleil Caterers
  • Sterling Affair
  • Y&P Enterprise

❖ A Purchase Order (PO) is required
❖ If alcohol was served, a NYC Temporary Catering Permit is required for each day of the event.

Off-Campus

For gatherings of 19 or fewer attendees
❖ NO contract is required, unless requested by the venue
❖ Payment will be made against invoice

For gatherings of 20 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.
  • Exception: Happy Hour drinks only events do not require a contract.

Notes:
❖ Columbia has master agreements with many venues in the area. You are encouraged to hold your events at these venues because a formal review has already been completed. Purchasing can return the contract within two business days.
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Contact</th>
<th>Master Agreement Date</th>
<th>Amendment Date</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abigail Kirsch Catering Relationships</td>
<td>Candice Lewis</td>
<td>May 23, 2013</td>
<td>5/30/2013</td>
<td>212-696-4076</td>
</tr>
<tr>
<td>Affinia Gardens</td>
<td>Valerie Solodukho</td>
<td>August 7, 2013</td>
<td>7/23/2013</td>
<td>646-424-2603</td>
</tr>
<tr>
<td>Amsterdam Restaurant and Tapas</td>
<td>Ela Dzielonski</td>
<td>April 16, 2013</td>
<td>4/30/2013</td>
<td>212-662-6330</td>
</tr>
<tr>
<td>Bar Boulud</td>
<td>Ehren Jennings</td>
<td>May 21, 2013</td>
<td>4/17/2013</td>
<td>212-595-0303</td>
</tr>
<tr>
<td>Bernheim &amp; Schwartz</td>
<td>Rebecca Kozick</td>
<td>October 9, 2014</td>
<td>11/17/2014</td>
<td>212-335-2911</td>
</tr>
<tr>
<td>Bettolona</td>
<td>Sandro Giustiano</td>
<td>March 24, 2014</td>
<td>3/15/2013</td>
<td>212-749-1125</td>
</tr>
<tr>
<td>Between the Bread</td>
<td>Ricky Eisen</td>
<td>November 18, 2013</td>
<td>11/12/2013</td>
<td>212-765-1840</td>
</tr>
<tr>
<td>Bowmar</td>
<td>Joanna Green</td>
<td>November 25, 2014</td>
<td>12/12/2014</td>
<td>212-680-0012</td>
</tr>
<tr>
<td>Capitale</td>
<td>Claudia Baricvic</td>
<td>November 10, 2014</td>
<td>11/19/2014</td>
<td>212-334-5500</td>
</tr>
<tr>
<td>Carlyle Hotel</td>
<td>Gwendal Goulet</td>
<td>Requires Amendment</td>
<td>Requires Amendment</td>
<td>212-570-7123</td>
</tr>
<tr>
<td>Chelsea Piers</td>
<td>Gina Im</td>
<td>March 31, 2014</td>
<td>5/9/2014</td>
<td>212-336-6861</td>
</tr>
<tr>
<td>Circle Lodge on Lake Sylvan</td>
<td>Jason Swartz</td>
<td>September 3, 2013</td>
<td>8/26/2013</td>
<td>845-221-2771</td>
</tr>
<tr>
<td>Coogan's Restaurant</td>
<td>Peter Walsh</td>
<td>May 16, 2013</td>
<td>5/22/2013</td>
<td>212-928-1234</td>
</tr>
<tr>
<td>Covo Restaurant</td>
<td>Luca Valerian</td>
<td>August 8, 2013</td>
<td>8/8/2013</td>
<td>212-234-9573</td>
</tr>
<tr>
<td>Dinosaur BBQ</td>
<td>Lizette Lebron</td>
<td>May 9, 2013</td>
<td>1/26/2013</td>
<td>212-694-1777</td>
</tr>
<tr>
<td>Frost Valley YMCA</td>
<td>Jim Tisch</td>
<td>May 28, 2013</td>
<td>8/30/2013</td>
<td>845-985-2291</td>
</tr>
<tr>
<td>Harlem Tavern</td>
<td>Faith Talley</td>
<td>July 2, 2013</td>
<td>8/28/2013</td>
<td>212-866-4500</td>
</tr>
<tr>
<td>Heights Tavern</td>
<td>Randolph Hernandez</td>
<td>October 30, 2013</td>
<td>10/24/2013</td>
<td>212-740-5700</td>
</tr>
<tr>
<td>Intrepid</td>
<td>Susan Marerroff</td>
<td>May 14, 2013</td>
<td>3/19/2013</td>
<td>212-851-7872</td>
</tr>
<tr>
<td>The Lotos Club</td>
<td>Laura Draper</td>
<td>April 16, 2014</td>
<td>4/10/2014</td>
<td>212-772-6887</td>
</tr>
<tr>
<td>La Marina Restaurant</td>
<td>Jerald Tenenbaum</td>
<td>August 1, 2014</td>
<td>8/1/2014</td>
<td>212-567-6300</td>
</tr>
<tr>
<td>Lura</td>
<td>Matthew Hecht</td>
<td>April 8, 2014</td>
<td>4/7/2014</td>
<td>212-866-7500</td>
</tr>
<tr>
<td>Mel's Burger Bar</td>
<td>Steven Kay</td>
<td>October 7, 2013</td>
<td>10/8/2013</td>
<td>212-865-7100</td>
</tr>
<tr>
<td>NYFF Events LLC</td>
<td>Jamie Wolke</td>
<td>December 4, 2013</td>
<td>10/19/2013</td>
<td>516-822-6400</td>
</tr>
<tr>
<td>New Leaf Restaurant &amp; Bar</td>
<td>Catherine Mososmillo</td>
<td>December 9, 2014</td>
<td>12/15/2014</td>
<td>212-854-4179</td>
</tr>
<tr>
<td>The Modern</td>
<td>Jeni Fabry</td>
<td>February 6, 2014</td>
<td>3/26/2014</td>
<td>212-408-6005</td>
</tr>
<tr>
<td>The Lucerne Hotel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pier 50</td>
<td>Meredith Parsky</td>
<td>February 3, 2014</td>
<td>4/13/2014</td>
<td>212-336-6029</td>
</tr>
<tr>
<td>The Pierre Hotel</td>
<td>Mark Hunsch</td>
<td>September 12, 2013</td>
<td>3/6/2013</td>
<td>212-838-8000</td>
</tr>
<tr>
<td>Pistillo</td>
<td>Chris Yamamoto</td>
<td>April 23, 2014</td>
<td>4/18/2014</td>
<td>212-932-3500</td>
</tr>
<tr>
<td>The Princeton Club</td>
<td>Tracy Kaufman</td>
<td>April 15, 2013</td>
<td>4/20/2013</td>
<td>212-596-1212</td>
</tr>
<tr>
<td>Settepani</td>
<td>Leah Abraham</td>
<td>May 14, 2014</td>
<td>4/14/2013</td>
<td>917-492-4809</td>
</tr>
<tr>
<td>Spirit Cruises</td>
<td>Margaret Stapleton</td>
<td>April 18, 2013</td>
<td>8/8/2013</td>
<td>646-358-3109</td>
</tr>
<tr>
<td>Symphony Space</td>
<td>Peg Wren</td>
<td>May 7, 2015</td>
<td>2/16/2015</td>
<td>212-864-1414</td>
</tr>
<tr>
<td>Tarroytown House</td>
<td>Deb Galper</td>
<td>July 31, 2014</td>
<td>9/7/2014</td>
<td>914-591-3101</td>
</tr>
<tr>
<td>Toast</td>
<td>Cheik Fofana</td>
<td>April 4, 2014</td>
<td>12/12/2013</td>
<td>212-663-7010</td>
</tr>
</tbody>
</table>

*Hotels on the list are for events, not room blocks.
ALL contracts 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.
In next slide, there is an initial list of promotional vendors that are licensed by the University to use our trademarks in the manufacture of emblematic product. The companies listed are members of the Fair Labor Association, certify that the factory sources are in compliance with Columbia’s Code of Conduct and have agreed to certain guidelines regarding monitoring.

The list has been compiled by referrals made by individual schools and departments based on their preferences. Each school and department should use these companies based on their own assessment of the type of product, price and quality they require. The companies focus on “give away” products versus product sold through regular retail stores, thereby providing less expensive options. Additional licensed vendors are available but may be cost prohibitive.

If a vendor is not licensed, they have not been granted the rights to use our trademarks and are not permitted to manufacture product bearing the Columbia name or logo.
# Promotional Vendors

## Columbia Promotional Product Vendors as of 12/08/2014

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Image, Inc.</td>
<td>Ben Markman</td>
<td>(888) 473-3550 ext. 100</td>
<td><a href="mailto:ben@campustshirt.com">ben@campustshirt.com</a></td>
<td><a href="http://www.campustshirt.com">www.campustshirt.com</a></td>
<td><a href="http://www.campustshirt.com">campustshirt.com</a></td>
</tr>
<tr>
<td>Brancaster Marketing, Inc.</td>
<td>Amanda Bodian</td>
<td>845-752-2221</td>
<td><a href="mailto:amanda@brancastermarketing.com">amanda@brancastermarketing.com</a></td>
<td><a href="http://www.brancastermarketing.com">www.brancastermarketing.com</a></td>
<td><a href="http://www.brancastermarketing.com">www.brancastermarketing.com</a></td>
</tr>
<tr>
<td>Columbia College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.columbia.edu">A Little Peace</a></td>
</tr>
<tr>
<td>Consolidated Marketing Services</td>
<td>Charleen Smotrycz</td>
<td>(978) 658-5756</td>
<td><a href="mailto:csmotrycz@cmsassociates.com">csmotrycz@cmsassociates.com</a></td>
<td><a href="http://www.cmsassociates.com">www.cmsassociates.com</a></td>
<td><a href="http://www.cmsassociates.com">www.cmsassociates.com</a></td>
</tr>
<tr>
<td>Graphic Edge, The</td>
<td>Mike Riddle</td>
<td>712-792-7777</td>
<td><a href="mailto:mrr@thegraphicedge.com">mrr@thegraphicedge.com</a></td>
<td><a href="http://www.thegraphicedge.com">www.thegraphicedge.com</a></td>
<td><a href="http://www.thegraphicedge.com">www.thegraphicedge.com</a></td>
</tr>
<tr>
<td>Howard Roe Company</td>
<td>Jerry Scher</td>
<td>201-567-6300</td>
<td><a href="mailto:jerry@howardroe.com">jerry@howardroe.com</a></td>
<td><a href="http://www.howardroe.com">www.howardroe.com</a></td>
<td><a href="http://www.howardroe.com">www.howardroe.com</a></td>
</tr>
<tr>
<td>Logo Concepts, LLC</td>
<td>Marcia Nozik</td>
<td>860-233-8072</td>
<td><a href="mailto:sales@logoconcepts.net">sales@logoconcepts.net</a></td>
<td><a href="http://www.logoconcepts.net">www.logoconcepts.net</a></td>
<td><a href="http://www.logoconcepts.net">www.logoconcepts.net</a></td>
</tr>
<tr>
<td>Max Merchandising</td>
<td>Ben Grossman</td>
<td>617-591-2919</td>
<td><a href="mailto:bgrossman@grossmanmarketing.com">bgrossman@grossmanmarketing.com</a></td>
<td><a href="http://www.grossmanmarketing.com">www.grossmanmarketing.com</a></td>
<td><a href="http://www.grossmanmarketing.com">www.grossmanmarketing.com</a></td>
</tr>
<tr>
<td>Professional Concepts</td>
<td>Vicki Reisbaum</td>
<td>201-962-7730</td>
<td><a href="mailto:joanne@rjspromogroup.com">joanne@rjspromogroup.com</a></td>
<td><a href="http://www.rjspromogroup.com">www.rjspromogroup.com</a></td>
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<td>RJS Promo Group</td>
<td>Joanne Ulrich</td>
<td>516-932-8550</td>
<td><a href="mailto:joanne@rjspromogroup.com">joanne@rjspromogroup.com</a></td>
<td><a href="http://www.rjspromogroup.com">www.rjspromogroup.com</a></td>
<td><a href="http://www.rjspromogroup.com">www.rjspromogroup.com</a></td>
</tr>
<tr>
<td>In Process</td>
<td>PPI</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://graphspeaking.com">Graphically Speaking</a></td>
</tr>
</tbody>
</table>
How to setup a New Vendor

Paying U.S. Individuals and Entities

Email your vendor request to the business office at business_office@law.columbia.edu with “NEW VENDOR” followed by the vendor’s name in the subject line, and include the appropriate information and documents from the chart below. All IRS tax forms must be in PDF format and password protected in Adobe Acrobat X Pro with password NEW_VENDOR

<table>
<thead>
<tr>
<th>U.S. Person</th>
<th>U.S. Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Information</strong></td>
<td><strong>Required Information</strong></td>
</tr>
<tr>
<td>• Payment description <em>(service type)</em></td>
<td>• Payment description <em>(service type)</em></td>
</tr>
<tr>
<td>• Full name <em>(legal name)</em></td>
<td>• Entity name <em>(beneficiary owner)</em></td>
</tr>
<tr>
<td>• Address <em>(same as W9)</em></td>
<td>• Address <em>(same as W9)</em></td>
</tr>
<tr>
<td>• Email address</td>
<td>• Contact name</td>
</tr>
<tr>
<td>• Phone number</td>
<td>• Contact email address</td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
<td><strong>Required Documents</strong></td>
</tr>
</tbody>
</table>

Notes:

- Vendors for Goods and/or Services are required to complete a Vendor Questionnaire/web form.
- Vendor/Payee will received an email notification directing them to log in with a username and password in order to complete the web form questionnaire. This requirement must be completed within 14 days, otherwise the password will expire causing further delays in setting up the vendor.
- Vendor Management will process the request after the vendor completes the questionnaire.
- No transaction can be initiated until the vendor is validated and approved by vendor management.
- To setup a **person** eligible to receive reimbursement only, a tax form is not required.
- To setup an **entity** eligible to receive reimbursement, a tax form is required.
- To modify an existing vendor, email us with the reason for modification, vendor name, email address, phone number, and updated W-9.
# How to setup a New Vendor

## Paying International Guests

The types of payments the University can make to foreign nationals depend on their visa status. Before extending invitations and offering payment and/or reimbursement of any kind, please verify eligibility for reimbursement by visa type as stated in the following payment chart. [http://www.columbia.edu/cu/isso/faculty/paymentchart.html](http://www.columbia.edu/cu/isso/faculty/paymentchart.html)

<table>
<thead>
<tr>
<th>International Person</th>
<th>International Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Information</strong></td>
<td><strong>Required Information</strong></td>
</tr>
<tr>
<td>Payment description (service type)</td>
<td>Payment description (service type)</td>
</tr>
<tr>
<td>Service location (country)</td>
<td>Service location (country)</td>
</tr>
<tr>
<td>Full name (legal name)</td>
<td>Name of entity (beneficiary owner)</td>
</tr>
<tr>
<td>Address (do not use a P.O. Box)</td>
<td>Address (do not use a P.O. Box)</td>
</tr>
<tr>
<td>Email address</td>
<td>Contact name</td>
</tr>
<tr>
<td>Phone number</td>
<td>Contact email address</td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
<td><strong>Required Documents</strong></td>
</tr>
<tr>
<td>For service performed outside the U.S.</td>
<td>For all types of payments</td>
</tr>
<tr>
<td>W8-BEN Form</td>
<td>W8-BEN-E Form</td>
</tr>
<tr>
<td>For service performed in the U.S.</td>
<td></td>
</tr>
<tr>
<td>W8-BEN Form</td>
<td></td>
</tr>
<tr>
<td>Copy of unexpired passport</td>
<td></td>
</tr>
<tr>
<td>Copy of entry stamps</td>
<td></td>
</tr>
<tr>
<td>Copy of visa or electronic submission through ESTA</td>
<td></td>
</tr>
<tr>
<td><a href="https://esta.cbp.dhs.gov/esta/">https://esta.cbp.dhs.gov/esta/</a></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

- Columbia University’s Finance Division provides detailed information about the engagement and reimbursement restrictions for foreign nationals. [http://finance.columbia.edu/content/foreign-vendor-payments](http://finance.columbia.edu/content/foreign-vendor-payments)
- Visitors from countries that have tax treaties with the United States should also complete Form 8233 to request withholding exemption. It must be the original signed document. No photocopies, faxes, or PDF can be accepted. [http://www.irs.gov/pub/irs-pdf/f8233.pdf](http://www.irs.gov/pub/irs-pdf/f8233.pdf)
How to sign up for ACH Direct Deposit

Once a vendor profile has been created, the vendor can sign up for direct deposit by following the step-by-step instructions below. To obtain a Vendor ID, email the business office with the vendor’s name and address.

**Employee/Student**

2. Enter your Vendor ID in the box NEW/EXISTING VENDOR INFORMATION
3. Click EDIT to modify your entry
4. Select DIRECT DEPOSIT (ACH) MODIFICATION from the drop-down menu
5. Type “Please set up ACH Direct Deposit” in the box REASON FOR MODIFICATION
6. Click CONTINUE
7. Select “Switch from check payment to ACH” under TYPE OF DISBURSEMENT CHANGE
8. Click CONTINUE TO REVIEW
9. Review your information to be sure it is correct
10. Click SUBMIT

**Outside Party**

2. Enter your Vendor ID in the box NEW/EXISTING VENDOR INFORMATION
3. Click SUBMIT
4. Select your name
5. Click EDIT to modify your entry
6. Select DIRECT DEPOSIT (ACH) MODIFICATION from the drop-down menu
7. Type “Please set up ACH Direct Deposit” in the box REASON FOR MODIFICATION
8. Click CONTINUE
9. Enter your e-mail address, your full name, and daytime phone number
10. Click CONTINUE TO REVIEW
11. Review your information to be sure it is correct
12. Click SUBMIT
13. Columbia University Vendor Management will send you an automated e-mail with a Username and temporary password in order to submit your banking information. Vendor Management will also contact you to verify and confirm.
How to request a Payment

The Coversheet

- This form is required for all payment processing requests, including employee reimbursement, invoice, wire request, and check request.

- All submissions are processed individually; please complete a coversheet per request/invoice.

- All Coversheets should be typed and printed in landscape mode.
Pay an Invoice

Invoice

- An invoice should include the vendor name/logo, vendor’s address, billing address, invoice number, invoice date, description of goods and/or services, and amount.

- For payment against an invoice, complete the “Invoice” column on the Coversheet:
  - Vendor Name
  - If the invoice is for a new payee/vendor, please specify the date you submitted the vendor request to the business office.
  - Invoice Number
  - Invoice Date
  - Describe the Business Purpose
  - Select any applicable box
  - Specify if alcohol was purchased
  - Name of your Department or Center
Reimburse Guests
U.S. Resident/Citizen

Check Request

- Create a Check Request for all US individuals and entities.
- Complete the appropriate column on the Coversheet:
  - Payee/Vendor Name
  - If the request is for a new payee/vendor, please specify the date you submitted the vendor request to the business office.
  - Describe the Business Purpose
  - Select any applicable box
  - Specify if alcohol was purchased
  - Name of your Department or Center

- Receipts must identify date of purchase, vendor name/logo, itemized list and unit price of purchased items, total amount, reflect proof of payment e.g. last 4-digits of credit card used.
- Must be fully taped on 8.5” x 11” paper in chronological order
- Lost or missing receipts should be noted on the Missing Receipts Worksheet (must be signed by payee)
- 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/)
Reimburse Guests
International

Wire Request

- Instead of a check request, create a Wire Request for international guests receiving wire transfer.
- The types of payments the University can make to international guests depend on their visa status. Before extending invitations and offering payment and/or reimbursement of any kind, please verify eligibility for reimbursement by visa type as stated in the following payment chart. http://www.columbia.edu/cu/isso/faculty/paymentchart.html
- Columbia University’s Finance Division provides detailed information about the engagement and reimbursement restrictions for foreign nationals. http://finance.columbia.edu/content/foreign-vendor-payments
- Collect the following documents:
  - Bank Wire Template (completed and signed by payee)
  - Copy of unexpired passport
  - Copy of entry stamps
  - Copy of visa or electronic submission through ESTA https://esta.cbp.dhs.gov/esta/
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.

http://policylibrary.columbia.edu/honoraria

Honorarium & Award

- For US Resident/Citizen:
  - Create a Check Request
  - Honorarium Letter or Award Letter (signed and dated by your Department or Center)

- For International Person:
  - Create a Wire Request
  - Honorarium Letter or Award Letter (signed and dated by your Department or Center)
  - W8-BEN Form (completed and signed by payee)
  - Bank Wire Template (completed and signed by payee)
  - Copy of unexpired passport
  - Copy of entry stamps
  - Copy of visa or electronic submission through ESTA https://esta.cbp.dhs.gov/esta/

International persons are subject to 1042 withholding. To request Tax Exemption, they should complete Form 8233. It must be the original signed document. No photocopies, faxes, or PDF can be accepted. http://www.irs.gov/pub/irs-pdf/f8233.pdf
Expense Reimbursements submitted after 120 days

Imputed Income for Expense Reimbursements submitted after 120 days

- 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.
How to prepare a TBER

Travel & Business Expense Report

Columbia Employee/Faculty/Student Expense Reimbursement

Payee Name: Smarty Pants
UNI: SM007

Is this person faculty? [ ] Yes [ ] No

Describe the Business Purpose:
Reimbursement for instructional books and supplies for Public Law Workshop.

Was alcohol purchased? [ ] Yes [ ] No
If yes, amount here $145.00

NAME of your Department or Center
Law Faculty of Law

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
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 (51 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 Final Date of Expense
3. Enter the last date of expenses 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: CERTIFICATIONS & 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).
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 (Leave 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
    (BusMt) 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 09310-00896 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 812 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.
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. Fill in information for TE (Travel Expenses).

5. Mileage amount needs to be in a expense line.

6. Include your contact information and department name.

7. This section MUST be filled. No abbreviations.

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

9. MUST have payee’s signature.

10. 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.
<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Purpose</th>
<th>Undegraded Expense</th>
<th>Segregated Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel for 3 nights at $400 per night</td>
<td>9/13/19</td>
<td></td>
<td>$1,050.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
## AVERAGE RATE CURRENCY CONVERSION WORKSHEET

**Columbia University in the City of New York**
**Accounts Payable**

### AVERAGE EXCHANGE RATE CALCULATOR

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSES</th>
<th>LOCAL CURRENCY AMOUNT</th>
<th>LOCAL CURRENCY EXCHANGE RATE</th>
<th>NON EXCHANGEABLE CURRENCY AMOUNT</th>
<th>EXCHANGEABLE CURRENCY AMOUNT</th>
<th>LOCAL CURRENCY EXCHANGE RATE</th>
<th>TOTAL AMOUNT</th>
<th>DESCRIPTION OF EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 transaction.

**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 abroad. 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 amounts: amounts OVER $25 (0) $15 ($50 (0) not including tip)
- Lodging amount: amounts OVER $100 per night international ($50 per night domestic)
- Travel amount: amounts OVER the lowest available fare

### OBTAINING EXCHANGE RATES TO BE USED ON THE WORKSHEET

1. Go to http://www.sandia.gov/currency/historical/ 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 Average 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 expenses, use the calculator to find the threshold amounts allowed in the foreign currency.
5. For meals 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 line.
10. The worksheet will automatically perform the conversion into U.S. dollars based on the average rate calculated in the Average Exchange Rate Calculator.
# Daily Rate Currency Conversion Worksheet

**Title:** Daily Rate Currency Conversion Worksheet

**Purpose:** Helps organize and perform currency conversions. This worksheet may be used as supporting documentation attached to a Travel & Business Expense Report.

**Worksheet Notes:***

- **Dollars:** The worksheet is designed to help organize and perform currency conversion. This worksheet may be used as supporting documentation attached to a Travel & Business Expense Report.

- **Calculation:** 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.

## Daily Exchange Rate

<table>
<thead>
<tr>
<th>Description of Expenses</th>
<th>Date of Expense</th>
<th>Business Purpose</th>
<th>UNDEEMIANIZED FOREIGN CURRENCY AMOUNT</th>
<th>MODIFIED DOLLAR AMOUNT</th>
<th>UNDEEMIANIZED U.S. DOLLAR AMOUNT</th>
<th>MODIFIED DOLLAR AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

## Segregated Expenses

Please remember the following items must be segregated:

- All alcohol amounts
- All entertainment expenses
- Meal amounts over $25 (B) $30 (L) $50 (D) not including tip
- Lodging amount overages: amounts over $400 per night international ($350 per night domestic)
- Travel amount overage: amounts over the lowest available fare

## Obtaining Exchange Rates to Use on the Worksheet

The exchange rate used on the transaction must be either highlighted or written on the original receipt or beside the original receipt on the sheet to what tape 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) 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 unaggregated 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 item.
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 (e.g., $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/
  - 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

Columbia Law School Business Office
Thresholds and Limits
Law School Policy

For University Affiliates and Guests

- Air Fares – Economy Class ONLY
  - Exceptions must have the Dean’s approval
- Hotel Rates – Domestic Hotel
  - $350 per night
- Hotel Rates – International Hotel
  - $400 per night
- Meals – must be 1 meal type per day
  - 1 Breakfast (less than $25)
  - 1 Lunch (less than $35)
  - 1 Dinner (less than $50)
- IT Equipment is NOT a reimbursable expense
  - ALL IT equipment MUST be purchased through Law School IT

For Faculty Meals/Entertainment

- For recruitment purposes:
  - Lunch should not exceed $35 per person
  - Maximum of 6 people
- For workshops and colloquiums:
  - Dinner should not exceed $75 per person
  - Maximum of 6 people
Follow the Rules of the Road

Law School Policy

- Driving a personal vehicle?
  - Calculate mileage reimbursement at $0.540/miles for travel on or after January 1, 2016 (subject to change) [http://finance.columbia.edu/content/ground-transportation-local-or-away](http://finance.columbia.edu/content/ground-transportation-local-or-away)
  - Include a Google Maps print-out reflecting the directions (point to point) and mileage

- Renting a vehicle?
  - Use Hertz – [http://finance.columbia.edu/content/travel-services-car-rentals](http://finance.columbia.edu/content/travel-services-car-rentals)
  - 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.
How to order a Smart Phone

Smart phone & Accessories

- Orders are placed through the Business Office
- Make selection based on your needs, and email your request to Chloe Horsham at chorsh@law.columbia.edu
- Chloe will contact you as soon as the device arrive.
- All smart phones and accessories are billed directly to the professor’s Research Allocation.
- No Reimbursements are available on individual purchases.
How to arrange Lunch at Faculty House

Three types of lunches:
1. Student/Faculty Lunch
2. Appointment Committee
3. Visitors and Guests

Provide the following information to Law Dean’s Office
- UNI
- Number of guests
- Date
How to request a Letter of Credit

Letter of Credit

- Letters of Credit can only be issued if the event does not require a contract.
- Submit your request to the business office at business_office@law.columbia.edu
- We kindly request at least 24 hour advance notice.

ON-CAMPUS

- For ALL delivery and drop-off of food
  - A Letter of Credit may be requested by submitting your request to the Business Office as directed below.

- For catered events that include waitstaff
  - Payment can only be made against an invoice
  - If alcohol was served, a NYC Temporary Catering Permit is required for each day of the event.

OFF-CAMPUS

- For events of 19 or fewer attendees
  - A Letter of Credit may be requested by submitting your request to the Business Office as directed below.

- For events of 20 or more attendees
  - Payment can only be made against an invoice
  - A formal event contract is required; please direct the venue’s contract to Chloe Horsham well in advance of the event date, in order to have it signed.
    - Exception: 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.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Phone</th>
<th>Address</th>
<th>Cuisine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajanta Indian Restaurant</td>
<td>(212) 316-2652</td>
<td>1237 Amsterdam Avenue (Between 120th &amp; 121st St.)</td>
<td>Indian</td>
</tr>
<tr>
<td>Amir’s Grill</td>
<td>(212) 749-7500</td>
<td>2911-A Broadway (Between 113th &amp; 114th St.)</td>
<td>Middle Eastern</td>
</tr>
<tr>
<td>Artopolis</td>
<td>(212) 666-3744</td>
<td>1090 Amsterdam Avenue (Between 113th &amp; 114th St.)</td>
<td>Greek, Mediterranean</td>
</tr>
<tr>
<td>Bernheim and Schwartz</td>
<td>(212) 335-2911</td>
<td>2911 Broadway (Between 113th St &amp; 112th St)</td>
<td>Beer Hall &amp; Food</td>
</tr>
<tr>
<td>Bistro Ten 18 (24 hour notice)</td>
<td>(212) 662-7600</td>
<td>1018 Amsterdam Avenue (at 110th St.)</td>
<td>American Bistro</td>
</tr>
<tr>
<td>Alice on Six</td>
<td>(212) 749-2428</td>
<td>340 West 118th Street</td>
<td>American Bistro</td>
</tr>
<tr>
<td>Cascabel Taqueria</td>
<td>(212) 665-1500</td>
<td>2799 Broadway @ 108th Street</td>
<td>Mexican</td>
</tr>
<tr>
<td>Che’ Bella Pizza</td>
<td>(212) 864-7300</td>
<td>1215 Amsterdam Avenue</td>
<td>Pizza, Italian, Greek</td>
</tr>
<tr>
<td>Dinosaur Bar-B-Que</td>
<td>(212) 694-1777</td>
<td>700 W 125th St.</td>
<td>Bar-B-Que</td>
</tr>
<tr>
<td>Famous Famiglia Pizzeria</td>
<td>(212) 865-1234</td>
<td>2859 Broadway (Between 112th St &amp; 111th St.)</td>
<td>Pizza, Italian</td>
</tr>
<tr>
<td>Freda’s Caribbean</td>
<td>(929) 267-4459</td>
<td>993 Columbus Avenue (Between 108th &amp; 109th St.)</td>
<td>Soul Cuisine</td>
</tr>
<tr>
<td>Hamilton Deli</td>
<td>(212) 749-8924</td>
<td>1129 Amsterdam Avenue (Between 115th &amp; 116th St.)</td>
<td>Deli</td>
</tr>
<tr>
<td>Indian Valley</td>
<td>(212) 222-9222</td>
<td>2636 Broadway (Between 100th &amp; 99th St.)</td>
<td>Indian, Pakistani</td>
</tr>
<tr>
<td>International Wines &amp; Spirits</td>
<td>(212) 280-1850</td>
<td>2903 Broadway (Between 113th &amp; 112th St.)</td>
<td>Beer, Wine &amp; Spirits</td>
</tr>
<tr>
<td>Kitchenette Uptown</td>
<td>(212) 531-7600</td>
<td>1272 Amsterdam Ave. (Near 123rd St.)</td>
<td>American Traditional</td>
</tr>
<tr>
<td>Le Monde</td>
<td>(212) 531-3939</td>
<td>2885 Broadway (Between 111th &amp; 112th St.)</td>
<td>French</td>
</tr>
<tr>
<td>Martin Brothers Wines &amp; Spirits</td>
<td>(212) 222-8218</td>
<td>2781 Broadway (Between 106th &amp; 107th St.)</td>
<td>Beer, Wine &amp; Spirits</td>
</tr>
<tr>
<td>Massawa</td>
<td>(212) 663-0505</td>
<td>1239 Amsterdam Avenue (Near 121st St.)</td>
<td>African, Ethiopian</td>
</tr>
<tr>
<td>Miss Mamie’s Spoonbread Too</td>
<td>(212) 865-6744</td>
<td>366 W 110th St.</td>
<td>Barbeque, Southern</td>
</tr>
<tr>
<td>Morton Williams Supermarket</td>
<td>(212) 666-4190</td>
<td>2941 Broadway</td>
<td>Grocery</td>
</tr>
<tr>
<td>Pisticcì</td>
<td>(212) 932-3500</td>
<td>125 La Salle St. (Between Broadway &amp; Claremont Ave)</td>
<td>Italian</td>
</tr>
<tr>
<td>Roti Roll Bombay Frankie</td>
<td>(212) 666-1500</td>
<td>994 Amsterdam Avenue 109 St.</td>
<td>Indian</td>
</tr>
<tr>
<td>Samad’s Gourmet</td>
<td>(212) 749-7555</td>
<td>2867 Broadway (Near 111th St.)</td>
<td>Mediterranean</td>
</tr>
<tr>
<td>Savann Restaurant</td>
<td>(212) 222-7990</td>
<td>2280 Frederick Douglass Blvd</td>
<td>Turkish, Mediterranean</td>
</tr>
<tr>
<td>Serafina Harlem</td>
<td>(212) 658-0226</td>
<td>1260 Amsterdam Avenue</td>
<td>Italian</td>
</tr>
<tr>
<td>Strokos Gourmet Deli</td>
<td>(929) 223-6348</td>
<td>1090 Amsterdam Avenue (Between 113th &amp; 114th St.)</td>
<td>Greek, Delis, Pizza</td>
</tr>
<tr>
<td>Symposium Greek Restaurant</td>
<td>(212) 865-1011</td>
<td>544 W 113th St. (Between Amsterdam &amp; Broadway)</td>
<td>Greek, Mediterranean</td>
</tr>
<tr>
<td>The Winery</td>
<td>(212) 222-4866</td>
<td>257 W 116th St. (Between St Nicholas Ave &amp; 7th Ave)</td>
<td>Modern wine shop</td>
</tr>
<tr>
<td>Tropical Sensation</td>
<td>(212) 222-0098</td>
<td>953 Amsterdam Ave (Between 106th St &amp; 107th St)</td>
<td>Dominican Restaurant</td>
</tr>
<tr>
<td>V &amp; T Pizzeria</td>
<td>(212) 663-1708</td>
<td>1024 Amsterdam Avenue (Between Cathedral Pky &amp; 111th St)</td>
<td>Italian, Pizza</td>
</tr>
<tr>
<td>Westside Market NYC</td>
<td>(212) 222-3367</td>
<td>2840 Broadway (at W 110th St.)</td>
<td>Grocery Store</td>
</tr>
</tbody>
</table>
Valerie Wilson Travel

To make Air/Rail travel arrangements for Columbia affiliates and guests, please contact Valerie Wilson Travel. All reservations are subject to an agent/service fee of $35 per domestic or $55 per international travel.

Step 1 – Booking
Please create an e-mail message with the subject line: PASSENGER NAME, COLUMBIA LAW SCHOOL, and send the appropriate forms to Valerie Wilson

Valerie Wilson Booking Forms: Faculty & Staff, Student, or Guest. Forms can be accessed here: http://web.law.columbia.edu/business-office/key-forms

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. Please note: the form must be submitted within 24 hours in order for the travel reservation to be confirmed - otherwise the itinerary will expire.

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.
How to book Hotel in New York City

Hotel Stays in New York City can ONLY be requested for non-employees of the University at Columbia Preferred Hotels.

To book hotel stays:

- Submit the following to Chloe Horsham at chorsh@law.columbia.edu
  2) Event flyer, agenda, email or invitation in Word Document or PDF Format
- Upon receipt of the Hotel Reservation Form, an authorization will be faxed to the hotel for internal billing
How to order a Car Service

Odyssey & MinuteMen
Columbia Law School has accounts with Odyssey and MinuteMen available to Columbia affiliates and guests for business use only.

- For first time users, please email the Business Office requesting the account number.
- Submit the Car Service form to the business office at business_office@law.columbia.edu for internal billing purposes.
The Travel Meeting Card is a card used for groups of five or more to pay for University-approved travel and business related expenses.

- 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

Clear documentation for each expense is required upfront before use of the Travel Meeting Card.
In Closing...

We are here to help you meet your needs!

- Please email us at business_office@law.columbia.edu with questions and comments.
- We aim to settle all dues within 30 days after we receive your complete submission. To check on the status of a payment, email the business office at business_office@law.columbia.edu with the following information:
  - Date submitted to the Business Office
  - Vendor Name
  - Request or Invoice Number
  - Amount

Business Office Line          4-7503
Anna Lynch-McNamara          4-7070
Gabriele Werffeli            4-7895
Darrell Blount               4-5227
Chloe Horsham                4-4088
Jenny Perez                  4-1373
Karen Burgos                 4-8008