

## Guidelines for Filing Expense Reports

1. Sort all receipts into categories by date:
  - a. Airfare/train fare receipts
  - b. Taxi receipts (label purpose)
  - c. Food receipts (**itemized** bill)
  - d. Registration fees
  - e. Miscellaneous

These receipts must then be taped, in chronological, order on **one-side** of 8 ½" x 11" paper **only**. (Use as many sheets of paper as you need but only tape receipts to one side of any page).

Notes regarding Food/Restaurant receipts:

*If you are paying for more than just yourself, you must list the names of all those for whom you paid and the purpose of the meal (e.g. Faculty Recruitment).*

*To get reimbursed for alcoholic beverages, you must provide a testament on the receipt of the exact \$ amount (if you paid for the entire bill) or \$ estimate you spent (if you split the bill). If you did not purchase alcohol, please write "no alcohol" on the receipt.*

2. Complete an Excel grid, providing totals by category and date (example attached).
3. Submit Expense Report to **NAME** as soon as possible.
  - All reports must be completed within 120 days or before June 30<sup>th</sup> if the expense is incurred near the end of a fiscal year.
  - Include meeting approval form, meeting brochure or flyer with meeting dates.
  - If no receipt is available, you must also complete LOST RECEIPT FORM.
4. When **NAME** has completed the Expense Report Submission form, she/he will contact you. **YOU MUST SIGN THIS FORM YOURSELF**. Do NOT ask **NAME** to sign the form for you!
5. Make a copy of the submission form and note the date.
6. When you receive the reimbursement check from Columbia University, please note the date and if longer than five weeks from the date you signed it, please let **NAME** know.