

Reimbursement Checklist For Employees

All reimbursements must contain the following

- TBER (Employee Expense Worksheet)
 - Extra Page sheet, if more than 15 receipts
- Receipts and proof of payment
 - Copy or tape to single sided 8.5x11" paper, OR
 - Scan to a single PDF document
- Missing Receipt Worksheet (if needed)
- Conference flyer/invitation letter/seminar announcement/etc.
- Source of funding
- Explanation for any variations from CU travel and business expense policies

*Note: Requests that do not follow CU policy may or may not be reimbursable;
please consult the department before incurring an expense if you have questions.*

Please review the Math Department's Reimbursement Guidelines prior to submission:

<http://www.math.columbia.edu/reimbursements>

Submit or send questions to: reimbursements@math.columbia.edu

-- OR --

Drop off in person to room 509 Math