

TRAVEL & BUSINESS EXPENSE REPORT

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

Travel Expenses >>>

FIRST DATE OF EXPENSE	TRAVEL END DATE	ARC Invoice Number for Travel Expenses <<<
05/13/2016	TE 07/12/2016	

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).

Business Expenses >>>

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

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

EMPLOYEE (PAYEE) NAME			
John Q. Doctor			
PAYEE'S HOME ADDRESS STREET		DEPARTURE & ARRIVAL POINTS	
123 W. 14th Street, Apt 1A		FROM	TO
CITY	STATE	ZIP	
New York	NY	10012	
PAYEE'S SIGNATURE	DATE	Please check box if your home address has changed. NOTE: Your Dept. ARC Processor must contact Vendor Maintenance with new info.	
X <i>John Q. Doctor</i>	07/22/2016	<input type="checkbox"/>	
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	
Expense Report Validators NAME (Print):		# OF MILES	RATE
Expense Report Validators Signature			AMOUNT
X			0.540
Expense Report Validators NAME (Print):		Are you reconciling a Prepaid/Travel Advance? Y or N	
Expense Report Validators Signature		If yes, enter Pre-Paid Voucher T # below	
X		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)	DEPARTMENT CONTACT
Travel to Juneau, Alaska to attend a conference at the University of Alaska on "Mathematical Research and You", July 5 - 12, 2016.	NAME
	PHONE

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
1	5/13/16	Delta Airlines, roundtrip flight to Juneau (\$400 business class airfare upgrade; economy quote provided)	\$623.99	\$400.00
2	7/5/16	Taxi to airport	\$68.53	
3	7/12/16	Tundra Hotel, loding for 7 nights @ \$299/night	\$2,093.00	
4	7/5/16	Lunch (no alcohol)	\$24.99	
5	7/6/16	Dinner (no alcohol)	\$48.53	
6	7/12/16	Breakfast (no alcohol)	\$12.52	
7	7/12/16	Taxi from airport	\$35.99	

Totals from Extra Page		
Totals from Average Rate Currency Conversion Worksheet		
Totals from Daily Rate Currency Conversion Worksheet		
TOTALS	\$2,907.55	\$400.00

GL Unit	Account	Dept	PC BU	Project	Activity	Initiative	Segment	Site	AMOUNT	TOTAL EXPENSE (COLUMNS A&B)
COLUM										\$3,307.55
COLUM										LESS PREPAID EXPENSES
COLUM										SUBTOTAL
COLUM										\$3,307.55
COLUM										LESS TRAVEL ADVANCE
COLUM										AMOUNT DUE UNIVERSITY
ACCOUNT DISTRIBUTION TOTAL									Total Must Match Amount Due >>>	AMOUNT DUE EMPLOYEE
										\$3,307.55