

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 PEMMDYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAYEE) NAME John Q. Doctor			
PAYEE'S HOME ADDRESS STREET 123 W. 14th Street, Apt 1A		DEPARTURE & ARRIVAL POINTS	
CITY STATE ZIP New York NY 10012		FROM	TO
PAYEE'S SIGNATURE DATE X <i>John Q. Doctor</i> 07/22/2016		PERSONAL VEHICLE MILEAGE	
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.		# OF MILES	RATE AMOUNT
Expense Report Validators NAME (Print): Expense Report Validators Signature		DEPT. NAME / NUMBER	
X		Mathematics / 4046102	
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)		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, home 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, airport to home	\$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 \$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