

Columbia Law School Adjunct Faculty and Associates in Law Expense Policy 2019-2020 Academic Year

Student Enrichment Allocation

Adjuncts and Associates are afforded an allocation per enrolled student per semester for purposes of academic enrichment and relationship building with students. The allocation also covers the instructor and all teaching and research assistants assigned to the course. Adjuncts may use the allocation to have a meal with small groups of their students during the semester; however, lunch should not exceed \$25 per person, and dinner should not exceed \$35 per person, excluding tax and tip.

Alternatively, Adjuncts and Associates may choose to host a party for the entire class, but the total cost of the event, excluding tax and tip, should not exceed \$35 per person.

Letters of Credit

Meals at select local restaurants may be charged to the Law School by using a letter of credit. Adjuncts and Associates may request a letter of credit by sending an email to Bill Gaythwaite, Officer-Adjunct Programs, at wg2152@columbia.edu with at least 48 hours advance notice. A full list of local restaurants that accept letter of credit can be found on the <https://finance-admin.law.columbia.edu/content/business-office>.

Dining at Faculty House

Vouchers to dine at Faculty House for breakfast or lunch may be obtained by emailing Pamela Rogers in the Dean's Office at progers@columbia.edu

Travel and Local Transportation

Adjuncts living outside the Tri-State area are eligible for reimbursement of an overnight stay and travel expenses. Semester-long travel arrangements must be approved by the Vice Dean of Curriculum prior to submission of a travel reimbursement.

Adjuncts and Associates living in the Tri-State area are not eligible for reimbursement of local transportation costs to campus. Local transportation from campus is eligible for reimbursement only to the instructor's home address after 9:00 P.M.

Field Trips

Student field trips are permitted, but an itinerary and budget proposal must be submitted to the Vice Dean of Curriculum three weeks prior to any scheduled travel. All travel and business expenses associated with student travel are subject to the [University's travel expense policy](#).

Reimbursement

All reimbursement requests should be accompanied by [proper documentation](#) and submitted to Bill Gaythwaite in 700/1 Jerome Greene Hall (Box G-2). If you have any questions regarding reimbursement please email Bill Gaythwaite directly at wg2152@columbia.edu.

Any exception to this policy must be approved by the Vice Dean of Curriculum in advance of incurring any travel or business expenses.