Columbia Law School

Reimbursement: Non-Employees

Hovering over the above *Reimbursement: Non-Employees* link takes you to the Business Office website that explains in detail the Reimbursement process for Non-Employees. Please follow those instructions to complete a reimbursement request.
NB: Please check *payment eligibility for international guests* before offering payment.

To submit your Payment Request to the Business Office, complete the following steps:

1. Create one PDF of all required documents:
   - Cover Sheet
   - Check or Wire Request Form
   - Supporting Documentation

2. Save the PDF according to the Naming Convention as follows:
   PayeeName_PaymentType-Number_SubmitDateYYYYMMDD

   Examples:
   1 - Anna Zolto, Check Request Number 1 submitted March 18, 2020
   Naming Convention: ***Zolto_CheckRequestReimbursement-01_20200318***
   2- Anna Zolto, Wire Request Number 2 submitted March 18, 2020
   Naming Convention: ***Zolto_WireRequestReimbursement-02_20200318***

3. Place the PDF in the folder of the department on the G: drive under PaymentRequests.
   Examples:
   G: BUSINESS_PaymentRequests/5502103_Admissions
   G: BUSINESS_PaymentRequests/5560103_Ctr Sabin Climate Change Law

4. Don't worry about notifying the Business Office. We are monitoring activities in all folders and will get to all requests ASAP.

5. The Business Office Team will pick up the payment request from the PaymentRequests folder. Any submitted requests that are no longer in a PaymentRequests folder are making their way through the payment process. The BO Team will be in touch by email with questions.

6. Thank you!