Columbia
Law School

435 West 116th Street, New York, NY 10027 **law.columbia.edu**

Columbia Law School
Expense Reimbursement Policy
2026-2027 Academic Year

Meals & Food

The purchase of meals and food should always be done within the parameters of the relevant budget of the individual faculty research allocation, center or program, administrative unit, etc. Provided that there is sufficient budget balance, reimbursements will be issued up to the following amounts upon submission of proper documentation to the Business Office in a timely manner. Contact your budget area supervisor or the Budget Office to determine your budget balance.

- Breakfast: $25 per person
- Lunch: $35 per person
- Dinner: $75 per person

Note: The thresholds above do not include tax or tip, but do include any alcohol.
Please contact the Dean's Office for approval if you are planning an event or gathering that will exceed these amounts, or for larger events that will require coordination. Note the specific exceptions and special cases below. Also note, **Grubhub gift vouchers or other virtual meal options are not permitted for employees or students.**

Appointments/Recruiting

Meals that are for recruiting and appointment purposes are charged against the recruitment budget. Recruitment Dinners are reimbursed up to $150 per person. This threshold includes alcohol but does not include tax or tip.

Full-time Faculty-Student Lunches

Faculty are encouraged to take students to lunch during the academic year for the purposes of academic enrichment and relationship building. These lunches should not cost more than $35 per person and can be held at Faculty House or at local restaurants. Meals at local restaurants can be charged to the Law School by using a letter of credit available from the Faculty Assistants. For an alternative Faculty-Student Dinner, a $35 per person limit applies. That same $35 per person limit applies to Faculty-Student Events, such as end of semester parties.
Please note that lunches associated with the Faculty Advisory Sections through 1L Houses should be considered part of this program and should not be in addition to the lunches described above.

Teaching Assistant-Student Lunches

Teaching Assistants may take their students to lunch once during the semester for the purposes of academic enrichment. These lunches are limited to $15 per person. Meals at local restaurants can be charged to the Law School by using a letter of credit available from the Faculty Assistants. Weekly snacks are not reimbursable.

Staff Meetings

Managers should consult with their budget area supervisor for approval if they wish to order food at staff meetings that coincide with meal times, and only if it can be funded by existing unit budget resources.

Dining at Faculty House

During the academic year, vouchers to dine at Faculty House for breakfast or lunch may be obtained by contacting Michelle Ellis at mle35@columbia.edu.

Valid through June 30, 2027
or until revised and reissued

Travel and Transportation in the New York Area

Local Ground Transportation

Charges for taxis and car services may be reimbursed in the following limited circumstances:

- Car transportation to and from Law School-related business meetings in the NYC metro area
- Car transportation to home address from the Law School (or other business meeting location) **AFTER 9:00 PM.**

Note: Mass transit options are preferable, and are often more expedient than cars within New York City. But, if a car is required, whenever possible, employees should hail a taxi rather than using more expensive options. **Commuting expenses for employees living in the Tri-State area will not be reimbursed.**

Local Hotel Accommodations

The University has negotiated preferential rates with the following hotels. Please arrange for visitors to stay at one of these hotel options whenever possible.

- Hotel Belleclaire
- Hotel Edison
- Arthouse Hotel
- Radio Hotel
- The Lucerne
- Aloft Harlem
- Warwick New York
- Edge Hotel

Download and view the list of Columbia University Preferred Hotels in New York City

University policy sets the following limits for reimbursement for hotel/lodging when travelling. The thresholds below do not include tax.

- Domestic: $350 per night
- International: $400 per night

Business Travel Outside of the New York Area

Air Travel

All First/Business Class tickets need Business Office approval. Air travel should be at the lowest available airfare and in accordance with Law School and University policy.

Meals

University policy sets the following limits for reimbursement for meals when travelling. The thresholds below do not include tax or tip; any alcohol charges should be included.

- Breakfast: $25 per person
- Lunch: $35 per person
- Dinner: $75 per person

Policies and Procedures

Travelers will not be reimbursed for airline tickets purchased, partially purchased or accommodations and upgrades obtained using credit card or airline rewards points/miles.

All reimbursement requests and documentation must be prepared and submitted in Concur. For more information, please visit the Business Office's website at: https://finance-admin.law.columbia.edu/content/business-office or contact business_office@law.columbia.edu.