Columbia
Law School

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

Columbia Law School
Adjunct Faculty and Academic Fellows Expense Policy
2026-2027 Academic Year

Student Enrichment Allocation

Adjuncts and Academic Fellows 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 Academic Fellows 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 may request a letter of credit by sending an email to adjunctsupport@columbia.edu with at least 48 hours advance notice. Academic Fellows should reach out to their faculty coordinator. A full list of local restaurants that accept letter of credit can be found here: https://finance-admin.law.columbia.edu/content/meetings-events

Dining at Faculty House

Vouchers to dine at Faculty House for breakfast or lunch may be obtained by emailing adjunctsupport@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 Academic Fellows 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

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 should be submitted to adjunctsupport@columbia.edu. If you have any questions regarding reimbursement, please email adjunctsupport@columbia.edu.

Academic Fellows should reach out to your faculty coordinator. Any exception to this policy must be approved by the Vice Dean of Curriculum in advance of incurring any travel or business expenses.

Valid through June 30, 2027
or until revised and reissued