This checklist ensures consistency and completeness in a Travel and Business Expense Report. Please address any missing item at your earliest convenience before the report is submitted to the Business Office.

Payee Information
- Travel Expenses or Business Expenses (a box must be selected)
- Full name (legal name)
- Home address (P.O. boxes, campus, office or temporary addresses are not allowed)

Certification
- Payee signature and date (certifying the business nature of all expenses being reimbursed)
- Expense report validator’s name (faculty support or department head)
- Expense report validator’s signature (certifying the business nature of all expenses being reimbursed)

Business Purpose
- Overall Business Reason for incurring either travel or business expenses on behalf of Columbia

Documentation
- Receipts (taped to a sheet of paper and numbered as they appear on the itemized expense descriptions)
- Proof of payment (receipts must show payment was tendered or a bank statement must be provided)
- Missing receipts (Missing Receipt Worksheet listing lost or missing receipt, signed by the payee and validator)
- Proof of event (event flyer, agenda, memo, email or invitation)
- Oanda foreign currency printout converting any foreign currency to USD
- Google maps printout calculating total mileage x mileage rate (for use of personal vehicles)

Thresholds
- Hotels per night: $350 for domestic, $400 for international
- Meals per day: $25 for breakfast, $35 for lunch, $75 for dinner; $150 for fundraising and recruitment dinner
- Airfares and rail: economy/coach for airfares, Acela for rail (exceptions require CFO approval)

Segregation
- Segregate amount over hotels and meals thresholds in Column B (not including taxes and gratuity)
- Segregate amount over airfares and rail thresholds in Column B (not including taxes and gratuity)
- Segregate amount of alcohol in Column B or specify NO alcohol