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, $50 for dinner, $100 for business meal involving external parties
☐ 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