GRADUATE SCHOOL OF ARCHITECTURE, PLANNING AND PRESERVATION
TRAVEL REIMBURSEMENT GUIDELINES- FACULTY AND STAFF

Columbia University faculty and staff travel on behalf of the University or in support of sponsored research activities. The University reimburses these travelers for necessary business expenses incurred while traveling. Reimbursable expenses must conform to federal and state law and the restrictions on sponsored projects. The University requires travelers to complete and submit an Expense Report, which must be approved, and document the business purpose of the trip and the types of expenses incurred. University travelers who seek reimbursement for expenses incurred during approved University travel must adhere to Columbia's Travel Expense Policy.

INTERNATIONAL TRAVEL PLANNING POLICY REQUIREMENTS
·   All travel is subject to Columbia University travel restrictions. For more information, please visit the Columbia Global Travel site.
·   All Columbia affiliates must comply with the International Travel Planning Policy (ITPP) when conducting Columbia-related International Travel.
·   Certain countries and regions are subject to U.S. Economic Sanctions and must be escalated to Columbia's Office of Research Compliance and Training ("ORCT") for a sanctions compliance review.
·   All CU-related international travel must be registered in ISOS MyTrips, and compliance clearance must be obtained before your travel. Please work with your program or unit administrator to obtain clearance from Columbia's Office of Research Compliance and Training ("ORCT")
·   Columbia University utilizes the Travel Risk Ratings produced by International SOS (ISOS), Elevated Evacuation Statuses, and Columbia University Travel Restrictions to determine the pre-travel requirements for Columbia affiliates.
    –   Low risk- register your trip in ISOS MyTrips.
    –   Medium-risk locations, have itinerary reviewed by ISOS.
    –   High-risk locations have an itinerary reviewed by ISOS and complete the Elevated Travel Risk Approval Request Form for the dean's review and pre-approval from the Provost. Please allow sufficient time for the University senior leadership review.

PRE-TRIP REVIEW
·   Concur is the University's travel and business expense management system. To learn more about Concur Travel and Expense, roles and responsibilities, obtaining system access, logging in, and setting up your profile in Concur, click here. This is not a GSAPP system.
·   Pre-trip approval is required to book business travel and get reimbursed for travel-related expenses. Travelers/payees will not be able to submit an Expense Report without obtaining pre-trip approval beforehand. Please refer to Submitting a Pre-Trip Request in Concur video.
·   Pre-trip/advance requests should route to the traveler/payee's supervisor for approval, but if prompted to select an Initial Reviewer, select Christian Mercado (UNI:cm4363) and follow this Concur Tip: How to choose an Initial Reviewer when submitting an Expense Report
·   Travel must be booked at the Lowest Logical Fare (LLF): the least expensive, non-refundable fare (non-stop when available or minimum stops if not).
·   A clear business purpose must be documented for all reimbursements.

COMPLIANCE REQUIREMENTS
·   The IRS and Federal regulations require specific standards to be met when documenting, recording, and submitting reimbursable expenses. These include:

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- Submitting expenses for reimbursement within a reasonable time limit.
- Documenting the specific business purpose of an expense.
- Providing receipts and proof of payment.

· Travelers must provide receipts for all expenses. Each receipt must include:
- Date of purchase.
- Vendor name.
- Itemized charges and total amount.
- Confirmation of payment (e.g., "Paid"/zero balance for cash tendered, card type with last four digits- copy of the credit card showing last four digits and full name).
- If details are missing, provide a redacted card statement with the traveler's/payee's full name, date, vendor, and amount.

· Receipts for airfare, ground transportation, and lodging must show the following:
- Airfare: dates, points of departure/arrival, class (if applicable), total cost, and proof of payment. E-receipts alone are unacceptable and will not be accepted by the University Accounts Payable Office as sufficient supporting documentation.
- Ground Transportation: dates, origin/destination, passenger name(s), fare amount, and proof of payment.
- Lodging: guest name, dates of stay, detailed charges, total amount, and proof of payment. The University does not permit Airbnb rentals and this expense will not be reimbursed.

Columbia University has partnered with World Travel, Inc. (WTI) to assist Columbia travelers in making business travel arrangements using the Air/Rail Central Pay method.

Concur Travel allows travelers to make domestic and international flight reservations using the Concur Online Booking Tool while ensuring consistency with Columbia's travel policies.

Personal travel may not be booked using Concur or via Columbia's team of business travel counselors at World Travel.

REIMBURSEMENT SUBMISSION TIME LIMIT
Travel expense reimbursements are to be submitted to the program office or the administrative unit within 10 business days after return from the trip, no later than 120 days after the trip's end date, and before the University's June 30th year-end date. The IRS requires employee travel expense reimbursements to be reported within a reasonable period, and it is generally held to be no later than 120 days after the expense date. If the Expense Report is submitted more than 120 days after the trip end date, the traveler/payee must provide a written justification for the late submission. The Columbia University Executive Director of Accounts Payable will review and determine if the justification is accepted and/or if the payment will be considered imputed income.

TRAVEL EXPENSE REPORT
The traveler is responsible for completing the Travel Expense Report in Concur per Columbia University policies and procedures. To learn how to create and complete a Travel and Business Expense Report, view and download Job Aid: Creating Expense Reports in Concur.