

Faculty Research Allowance Program (FRAP) Eligible Expenses

General Guidelines:

- 1) Purchases must be for the individual only and cannot be used to pay for others expenses
- 2) For P-card Purchases: Must submit receipt(s) on a monthly basis or card may be suspended.
- 3) HOTEL Reimbursement: Receipt must provide proof of payment and submit along with expense report (TBER) and conference flyer/ program.
- 4) If you wish to purchase an item not included on this list, please contact the FRAP office for eligibility.

Section I: Travel

ELIGIBLE	NOT ELIGIBLE
Air/ Train/ Bus Fare	First or Business class travel
Car Rental/ Taxi/ car service	Luxury Automobiles/ Limousines
Parking/ Tolls/ gas for rental car	Gas for personal car
*Hotel Room rate & taxes	Food, phone calls, TV services, Laundry, etc.
Registration Fees	

Section II: Manuscript Preparation

ELIGIBLE	NOT ELIGIBLE
Books, office supplies, software, professional memberships, subscriptions, publication costs	Legal Fees, Moving expenses, phone bills, Internet charges, Gift certificates
Translations, editing, photocopying, copyrights	
*Research assistants	Direct payment to an individual

Section III: Equipment

ELIGIBLE	NOT ELIGIBLE
Computers/ printers/ warranties/ Tablets	Smart watches (Apple, Samsung, etc.)
Office Desk, Office desk chair, desk lamp	Custom designed furniture/ sofas, recliners
Free Standing book shelves, File Cabinets	Custom designed/ wall mounted
Other research-related electronic equipment (Prior approval required).	Appliances (coffeemakers, toasters, fridges, etc.) Office decorations

SUBMISSION OF RECEIPTS

Preferred method is via the program email:	FRAP@columbia.edu
Campus mail or hand delivery	A&S FRAP Program
	Watson Hall - 612 W 115 th Street 7th Floor
	New York, NY 10025

* Cannot be purchased through P-card (may submit reimbursement request).

-If non-eligible items are purchased, the cost will need to be reimbursed to A&S FRAP program by the individual.