

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 & Food Reimbursement: Submit: 1. Itemized Receipt w/proof of payment 2. Expense report (TBER) 3. Conference flyer/ program.
Note: Meals will only be reimbursed up to the amount allowed within the University thresholds (\$25 breakfast, \$35 Lunch, \$50 Dinner)
- 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	✗ Phone calls, TV services, Laundry, etc.
✓ * Meals during conference/research travel - NEW	✗ Food/snacks for local meetings and events
✓ 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 – must go through Dept. Payroll first	✗ 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

Section IV: Science Research Lab Group Faculty ONLY (Pre-Approval Required)

ELIGIBLE

- ✓ Expenses that support research lab activity.

For pre-approval and process of payment, prior to making any purchases, please contact Kathy Maqsudi – km3052@columbia.edu.

SUBMISSION OF RECEIPTS

Preferred method is via the program email → FRAP@columbia.edu
 Campus mail or hand delivery →
 A&S FRAP Program
 WATSON Hall
 635 W 115th Street, MC 8122
 New York, NY 10025

*Cannot be purchased through FRAP P-card (must submit reimbursement request- TBER and supporting documents).

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