

Spending Guidelines

Listed below is the general reimbursement policy handed down from *Arts and Sciences*.

Per person as follows:

\$25 breakfast, \$35 lunch, \$50 dinner

Per person

Senior Recruiting \$100

Workshop \$80

Total per meal

Senior Recruiting \$500

Workshop \$ 400

All bills that exceed \$100 per person, must be accompanied by the chairman's approval, and are audited by the administrators in Low Library and Accounts Payable. The result of this process is, of course, delays in your reimbursement.

Hotel Expenses

--We cover reasonable hotel expenses for workshop visitors from abroad or a greater distance within the US; one night per speaker is the norm. We do not cover hotel expenses for visitors from the eastern seaboard unless there are very special circumstances. If workshop speakers from a greater distance are presenting at any nearby institution(s), then we would reimburse our share of the total. Exceptions need to be approved by the chair.

--There are federal restrictions on reimbursing people in certain visa categories; check with Yulia before inviting someone who holds a visa.

Please note that, on top of possibly experiencing *major delays in receiving reimbursements*, you may be held personally responsible for expenses that exceed these limits. Also note that receipts turned in past the deadline (120 days past the date on the receipt) will incur taxes that you will be responsible for paying!!! If you have a valid reason for exceeding these limits, you should include a note along with your remittance that clearly explains the exception.

For more detailed information, see "Reimbursements" in the Dept Services Guide and http://finance.columbia.edu/procurement/ap/travel-business_expenses/reimbursements.html (non-employee reimbursements).

Lloyd