TRAVEL & BUSINESS EXPENSE REPORT

Columbia University in the City of New York
OFFICE OF THE EVP OF FINANCE

Important: Use this form to report travel and all associated expenses from ONE TRIP (leave and return to NYC area, including multiple destinations) OR, for most business expenses and/or local transportation (within the tri-state area, where no overnight stay occurred).

- Please check only one box - not both!
- Then, enter dates in the boxes on the right (using format MM/DD/YYYY), according to the report category box checked (Travel OR Business).

Travel Expenses >>>

Business Expenses >>>

Please note: For TRAVEL EXPENSES the APICAR invoice number format is TEMMDDYYYY and refers to the return date to NYC or TRAVEL END DATE.
For BUSINESS EXPENSES (including local transportation) the APICAR invoice number format is PEMMDDYYYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAYEE) NAME

PAYEE'S HOME ADDRESS

STREET

CITY

STATE

ZIP

PAYEE'S SIGNATURE

DATE

TRAVEL ADVANCE # T

DEPARTURE & ARRIVAL POINTS

FROM

TO

PERSONAL VEHICLE MILEAGE

# OF MILES

DATE

AMOUNT

0.485

X

NOTE: Your Dept APICAR Processor must
contact Vendor Maintenance with new info.

X

I certify that these expenses were actual, reasonable, and incurred in accordance with University policy for the official business of Columbia University.

X

I certify that no portion of this claim was free of charge, previously reimbursed from any other source, or will be paid from any other source in the future.

DAF'S NAME (Print):

DAF'S SIGNATURE

DATE

DEPT. NAME / NUMBER

CHECK PICK-UP (OPTIONAL) Check box to request check pick-up NOTE: Dept Processor must select "Check pick-up" option in APICAR.

DEPARTMENT CONTACT

NAME

PHONE

OVERALL BUSINESS PURPOSE (for conference, attach flyer or form)

ITEMIZED EXPENSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>EXPENSE NO</th>
<th>DATE OF EXPENSE</th>
<th>BUSINESS PURPOSES</th>
<th>UNSEGREGATED EXPENSES A</th>
<th>SEGREGATED EXPENSES B</th>
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Totals from Extra Page

Totals from Average Rate Currency Conversion Worksheet

Totals from Daily Rate Currency Conversion Worksheet

TOTALS

ACCOUNT NUMBER

SUB-ACCOUNT

ACCOUNT DISTRIBUTION TOTAL

$0.00 AMOUNT DUE EMPLOYEE