

Pre-Travel Checklist

1. Completed & Submitted Travel Authorization Form

- If Applicable:

- Book Hotel rooms
- Submit Travel Advance (to pay for travel expenses)

2. Make sure to have drivers available (van certified if operating a van)

- Driver fill out and submit Van Trip Form
- Driver ask for Gas Card to fuel Athletic Vans only

3. Tax Exempt Form

- As a not-for-profit, Columbia University is exempt from paying sales tax to vendors in certain states. The states that **do** provide sales tax exemption status to Columbia University are listed below.
 - Idaho* (requires filing), Illinois, Kansas, Maine, Massachusetts, Minnesota, New Jersey, New York, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, Wisconsin, Wyoming
- New York City Hotel Room Occupancy Tax:
 - Columbia University is exempt from paying Hotel Room Occupancy Tax **within New York City only**. A copy of the exemption letter must be furnished to the operator of the hotel when claiming exemption. Please note that all hotel rooms must be rented directly to an authorized employee of the University.

Post-Travel Checklist

1. Completed & Submitted Travel & Business Expense Report

- Receipts for Expenses
- Bank Account Statement if Expenses Paid by Credit/Debit Card