

**GRAD STUDENT RECRUITMENT REIMBURSEMENT GUIDELINES**

**a. U.S. Citizen and Resident Alien:**

1. Fill-out the Guest & Speaker Reimbursement Form;
2. Attach the W-9 Form with required information and signature;
3. Attach original receipts of travel expenses;
4. Send items 1, 2 & 3 to the above address.

**b. Non-resident Alien:**

1. Fill-out the Guest & Speaker Reimbursement Form;
2. Attach original receipts of travel expenses;
3. Attach a copy of the Passport;
4. Attach a copy of I-94;
5. Send items 1, 2, 3 & 4 to the above address.

Travel reimbursements are limited only up to the portion that Columbia University has to pay and not to exceed the maximum amount allocated per grad student and should have supporting original receipts.

If travel expenses are to be shared by other universities, please provide the university names and address.

If the payee used a personal vehicle, please indicate the number of miles and the reimbursement rate. Mileage rate is at \$0.565/mi. Mileage reimbursement covers fuel, maintenance, insurance, transportation and operating costs. Fuel costs are included in the per-mile reimbursement rate. In other words, if reimbursement for mileage is requested, fuel costs will not be reimbursed.

If the payee incurred and paid for lodging, an original receipt is required and the amount to be reimbursed not to exceed \$165/night for two nights only.

If the payee incurred and paid for meals, original receipts are required and the amount not to exceed the following:

Breakfast	\$ 25
Lunch	\$ 35
Dinner	\$ 50

All travel reimbursement request must be received on or before April 30, 2013.

For any questions, please contact Lydia Argote by telephone at (212) 854-3347 or by sending an e-mail to [lydia@phys.columbia.edu](mailto:lydia@phys.columbia.edu).