

TRAVEL & BUSINESS EXPENSE REPORT

Columbia University in the City of New York OFFICE OF THE EVP OF FINANCE	DATE RECEIVED BY DEPARTMENT	VOUCHER #
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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 misc. **business** expenses and/or local transportation (within the tri-state area, where no overnight stay occurred).

<p>Please check only one box - not both!</p> <p>Then, enter ONE date in one (using format MM/DD/YY), according to the report category box checked (Travel OR Business).</p>	<input checked="" type="checkbox"/> Travel Expenses >>>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">FIRST DATE OF EXPENSE</td> <td style="font-size: 8px;">TRAVEL END DATE</td> </tr> <tr> <td align="center">06/30/08</td> <td align="center">TE 07/26/08</td> </tr> </table>	FIRST DATE OF EXPENSE	TRAVEL END DATE	06/30/08	TE 07/26/08	<p style="font-size: 8px; color: red;">AP/CAR Invoice Number for Travel Expenses <<<</p>
FIRST DATE OF EXPENSE	TRAVEL END DATE						
06/30/08	TE 07/26/08						
	<input type="checkbox"/> Business Expenses >>>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">FIRST DATE OF EXPENSE</td> <td style="font-size: 8px;">PERIOD END DATE</td> </tr> <tr> <td></td> <td align="center">PE</td> </tr> </table>	FIRST DATE OF EXPENSE	PERIOD END DATE		PE	<p style="font-size: 8px; color: red;">AP/CAR Invoice Number for Business Expenses <<<</p>
FIRST DATE OF EXPENSE	PERIOD END DATE						
	PE						

Please note: For **TRAVEL EXPENSES** the AP/CAR invoice number format is TEMMDDYY and refers to the **return date to NYC** or TRAVEL END DATE. For **BUSINESS EXPENSES** (including local transportation) the AP/CAR invoice number format is PEMMDDYY and refers to the **LAST DATE OF EXPENSE** (Period End date).

EMPLOYEE (PAYEE) NAME Andrew Haas			TRAVEL ADVANCE # T		
PAYEE'S HOME ADDRESS STREET 149 E. 61 St. - Apt. 4b			DEPARTURE & ARRIVAL POINTS		
CITY STATE ZIP New York, NY 10021			FROM NYC		TO Chicago
PAYEE'S SIGNATURE X		DATE 9/29/08	Please check box if your home address <input checked="" type="checkbox"/> has changed. Your Dept. AP/CAR Processor must		
I certify that these expenses were actual and reasonable and incurred in accordance with University policy for the official business of Columbia University. I certify that no portion of this claim was free of charge, previously reimbursed from any other source, or will be paid from any resource in the future.			PERSONAL VEHICLE MILEAGE		
DAF'S NAME (Print):			DEPT. NAME / NUMBER		
DAF'S SIGNATURE X		DATE	CHECK PICK-UP (OPTIONAL) Check box to request check pick-up. NOTE: Dept. Processor must select "Check pick-up" option in AP/CAR.		
OVERALL BUSINESS PURPOSE (for conference, attach flyer or forms) Meetings and detector shifts at the D0 Experiment at Fermilab			DEPARTMENT CONTACT		
			NAME		
			PHONE		

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES	In the space below, describe each expense, including the business purpose. For meals/meetings of 1-10 people, document names and relationships to CU. For groups of over 10, document total number of attendees only. For ALL expenses remember to segregate "unallowable" amounts to column B (such as any alcohol, etc.).	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
1	6/30/08	American Airlines		\$364.00	
2	7/9/08	Taxi to airport		\$35.00	
3	7/9—7/26	Meals (B-\$5,L-\$5,D-\$5 = \$15 x 15 days)		\$225.00	
4	7/26/08	Taxi from airport		\$35.00	
5	7/16/08	Gas		\$44.39	
6	7/22/08	Gas		\$53.34	

Totals from Extra Page		
Totals from Average Rate Currency Conversion Worksheet		
Totals from Daily Rate Currency Conversion Worksheet		
TOTALS		\$756.73

ACCOUNT NUMBER ----- SUB-CODE	AMOUNT	TOTAL EXPENSE (COLUMNS A&B)	
			\$756.73
		LESS PREPAID EXPENSES	
		SUBTOTAL	\$756.73
		LESS TRAVEL ADVANCE	
		AMOUNT DUE UNIVERSITY	
ACCOUNT DISTRIBUTION TOTAL		AMOUNT DUE EMPLOYEE	\$756.73