



COLUMBIA UNIVERSITY

Weatherhead East Asian Institute



Travel and Expense Corporate Card Allowable and Unallowable Expenses

The following is a list of allowable and unallowable items for reimbursement. The list is not all inclusive; if there are questions about whether or not it is appropriate to use the T&E Corporate Card for a purchase, please open an incident via the Finance Service Center. The T&E Corporate Card is intended to be for Travel and Entertainment related business expenses.

Allowable Items

- Lodging
- Car rental
- Ground transportation (e.g. taxi, etc.)
- Meals/food eaten off campus
- Food on-campus delivery
- Minor equipment and supplies purchase \$500 and under (for emergency purchases while traveling)
- Registration for conferences and seminars
- Subscriptions and memberships
- Professional memberships and license fees
- Postage
- Newspapers, journals
- Cell phone and pager charges (UwPA preferred)
- Gifts

The following items are generally allowed on the Corporate Card unless they are charged to a Sponsored Award and the value is 10k or more which requires a PO.

- Advertising (online)
- Subscriptions (online)

Unallowable items for reimbursement

- Air or rail - must be booked via the University's Business Travel Account (BTA) also referred to as Air/Rail Central Pay Account on file with our Travel Management Company or booked with a personal credit card
- Goods and service requiring governmental licenses or permissions or that are controlled under US export controls
- Prizes and awards

- Promotional items with CU Logo, trademark, or branded product not purchased through an approved licensed vendor
- Maintenance and service agreements
- On-site equipment repairs
- Minor equipment purchases over \$500
- Cash advances, cash back on purchases, cash refunds on returns
- Controlled substances
- Live animals
- Radioactive materials and specialty gases
- Contracted services
- Honorariums
- Furniture
- Leases/rentals
- Insurance
- Relocation
- Charitable contributions
- Online auction (Ebay/Craigslist)
- Groupon
- Courier service requiring HIPAA compliance
- Cloud hosting, cloud storage, file sharing services
- Non-UwPA vendor purchases where UwPA required
- Printing
- Rental Services

- **Still have Questions?**

If you encounter any issues, please do not hesitate to reach out to Willson Nguyen at wn2194@columbia.edu for further assistance. You can also find additional information in our Financial Policy Presentation or on our WEAI Financial Policies and Procedures website.