

# COLUMBIA UNIVERSITY WEAI BUSINESS PROCEDURES



2022

# COLUMBIA UNIVERSITY WEAI BUSINESS PROCEDURES



Grab your cup of coffee  
and we will all get  
through this together!

CATERING / EVENTS

TRAVEL

PURCHASING AT COLUMBIA

PAYMENTS AT COLUMBIA

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# ON CAMPUS EVENTS

## **Delivery and drop-off of food:**

- No contract is required.
- Delivery and food drop-off on campus can be paid on the P-Card. If the food is dropped off some place other than campus, payment must be made against an invoice only.
- We recommend for delivery/ drop off service that tips are 15%, however, anything over 20% will not be reimbursed.

## **Catered events that include wait staff:**

- A purchase order is required.
- If alcohol is served, a NYC Temporary Catering Permit is also required for each day of the event.
- Please see the Columbia University [master list](#) for preferred venues.

## DELIVERIES ON CAMPUS

The following list of vendors are VWEA preferred caterers, and it is strongly encouraged to have food delivered for events from one of these venues (please note that a purchase order is not required when food is being dropped off):

- Zai Lai
- Between the Bread
- Dig Inn Seasonal Market
- Milano Market
- Morton Williams
- Brownie's Café
- V&T Restaurant
- Westside Market
- Chef Alexander

# OFF CAMPUS EVENTS

## **Gatherings of 30 or more attendees:**

- Require a formal event contract which must be fully executed in advance of the event. Purchasing must approve so be sure to build in lead time (approval from central purchasing can take anywhere from 2-3 weeks).

## **Gatherings of 29 or fewer attendees:**

- No contract required (unless requested by venue). If a contract is required it must be signed by the venue as well as purchasing. Please have the venue sign their contract first, and then Columbia will review for signature.

## **Events held at homes of faculty, staff or students:**

- Contracts are not reviewed by Purchasing but signed by the homeowner – invoice can be processed via AP but supplemental approval is needed.
- PLEASE ALSO SEE HOTEL AND EVENT CONTRACTING GUIDE.

# LETTERS OF CREDIT

Letters of Credit (LoC) can be requested for gatherings of 29 or fewer attendees and delivery of food on campus from preferred local vendors. Please work with WEAI finance to request a letter of credit. The following vendors accept letters of credit:

- <http://www.pisticciny.com/>
- <http://vtrestaurantpizzeria.com/>
- <http://www.appletreenyc.com/location>
- <http://www.dinosaurbarbque.com/>
- <https://www.milanomarketnyc.com/>
- <http://marlowbistro.com/>
- <http://vtrestaurantpizzeria.com/>
- <https://www.diginn.com/>
- <https://www.martinbrotherswine.com/>
- <http://www.lemondenyc.com/>
- <https://www.pabadebakery.com/>
- <https://www.foodincnyc.com/>

## MEAL ALLOWANCES

- \$25 breakfast, \$35 lunch, \$75 dinner. **Note: External speakers, now only \$100 (~~\$150~~).**
- \$150 for entertainment meals (fundraising, recruitment, speaking engagements) involving external parties.
- Any meals that exceed the above listed amounts will not be reimbursed unless prior approval has been requested and received.
- For expenses where there are 10 or less people, a list of attendees (and their affiliation) needs to be provided. For gatherings over 10+ we need the total number of attendees to be listed.

## MEAL ALLOWANCES (CONT)

- Please note that alcohol only will not be reimbursed. A food item must be purchased in conjunction with the alcohol. Any alcohol expenses must also be segregated.
- Amounts exclude taxes and tip. Please make sure tip does not exceed 20% when dining at a restaurant as any amount over 20% will not be reimbursed.
- Use of per diems on non-grant accounts (only in instances of international travel to destinations where local custom or culture makes it difficult to obtain receipts).
  - Per Diems are allowed for domestic and international trips with overnight stay.
  - If you select per diems, you must use the rate for the entire day.

## ADDITIONAL APPROVAL(S)

- Meals that require attendance by an employee's spouse, significant other, and/or dependent.
- Expenses for meals or entertainment conducted in private homes.

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## ARRANGING TRAVEL – WTI

- Columbia University has contracted with World Travel, Inc. (WTI) to assist Columbia travelers in making business travel arrangements, consistent with Columbia's travel policies, cost considerations, and preferences.
- WTI travel services include self-service via the Concur Online Booking Tool (OBT) and assisted service over the phone via WTI Travel Counselors for reservations, including air, rail, lodging, and car rental, producing itineraries, e-tickets, and receipts. In order to book travel with WTI, travelers must maintain a travel profile that contains personal information.
- Please review the [Transaction Fee Chart](#) for a complete description of Business Travel transaction fees booked on Concur Travel or with a WTI Travel Counselor over the phone.
- To speak with a Columbia University designated Travel Counselor, please call: 1-855-961-0313
- If calling from **outside the United States** please call: 1-484-948-2514

# BOOKING DOMESTIC TRAVEL

- To learn how to book domestic flights, hotels, and car rentals in Concur Travel, watch the following video:
- Video: [Using Concur Travel to Purchase Domestic Air, Hotel, and Rental Car](#)
- Users should review the following chart for a complete description of transaction fees booked on Concur Travel or with a WTI Travel Counselor over the phone: [Transaction Fee Chart](#)

## BOOKING INTERNATIONAL TRAVEL

- When a reimbursement is for international travel, please make sure that all documentation is uploaded showing that all of the approvals for that travel have been given.
- The traveler should have received an email from Global Travel, showing that the request has been reviewed and approved by the EVP for Arts and Sciences and the Provost. **This email should be uploaded with the expense report in Concur.**
- If you are planning Columbia-related international travel during Fall 2021, please visit the [International Travel Restrictions](#) for travel request requirements.
- You must register a trip before departing. Please visit [ISOS](#) and follow the instructions listed on the page to register the trip.
- Additionally, please fill out the [ISOS Pre Trip Itinerary Review Form](#) in order to receive the correct approvals for your trip.




## \*INTERNATIONAL TRAVEL RESTRICTIONS\*

- Columbia-related international travel is currently restricted. Please find the requirements for requesting Columbia-related international travel [here](#).
- These international travel restrictions are **in addition** to the requirements of the [International Travel Planning Policy](#).

### Fall 2021 Travel Restrictions (Effective September 9, 2021)

Affiliate Type	International Columbia-related Travel*	International Personal Travel
Faculty and Staff	For countries with U.S. <a href="#">Department of State Travel Advisory</a> <a href="#">↗</a> Level 1 & 2, travel permitted with ISOS registration. For U.S. Department of State Travel Advisory Level 3 & 4, approval required. See below.*	Urged to postpone unless returning to home country, or for personal or medical emergencies. Review U.S. Department of State website for <a href="#">COVID-19-related risks and restrictions</a> <a href="#">↗</a> .

## \*INTERNATIONAL TRAVEL RESTRICTIONS\* (CONT.)

Graduate Students (including study abroad)	For countries with U.S. <a href="#">Department of State Travel Advisory</a>  Level 1 & 2, approval required. See below.** For U.S. Department of State Travel Advisory Level 3 & 4, approval required. See below.* New York State guidance must be followed along with guidance of destination state.	Urged to postpone unless returning to home country or for personal or medical emergencies. Review U.S. Department of State website for <a href="#">COVID-19-related risks and restrictions</a>  .
Undergraduates (including study abroad)	Suspended	Urged to postpone unless returning to home country or for personal or medical emergencies. Review U.S. Department of State website for <a href="#">COVID-19-related risks and restrictions</a>  .

## BOOKING TRAVEL AS DELEGATE

- Users can assign delegates to act on their behalf and book their travel. To act as delegate and book travel on behalf of others, the delegate must select the user on their Profile under "Acting as other user."
- Users should follow this job aid for guidance on how to assign and manage their delegates:
- Job Aid: [Assign and Manage Delegates](#)

## STUDENT AND GUEST TRAVEL

- By default, Students and Guests (Outside Parties) do not have access to Concur. To assist Students and Guests with travel, a designated Staff member can book on their behalf. Only designated Travel Arrangers can book travel for Students and Guests (Outside Parties).

# WTI BOOKING FEES

Transaction Fees		
Transaction Type	Fee Amount	Application of Fee
Concur Online Transactions		
Concur online Air/Rail Transaction	\$8.00	• Fee applies when a traveler books Air/Rail on Concur Travel
Concur online Car/Hotel (single transaction)	\$5.00	• Fee applies when a traveler books a standalone Car/Hotel only booking on Concur Travel. • Note: Reservations that are made for air, hotel and car at the same time in a single Concur online session, will incur just the air/rail transaction fee.
WTI Transactions via Phone		
WTI Travel Counselor-Initiated Air/Rail Transaction	\$35.00	• Fee applies when a traveler books Air/Rail with a WTI Travel Counselor over the phone • Note: Should a traveler call a WTI Travel Counselor later to add a car or hotel, there is no additional charge as the original agent fee of \$35.00 charged is capped.
WTI Travel Counselor-Initiated Car/Hotel (single transaction)	\$10.00	• Fee applies when a traveler books a standalone Car/Hotel only booking with a WTI Travel Counselor over the phone, which does not include an Air/Rail segment. • Note: Bookings that are made for air/rail, hotel and car at the same time in a single booking session, will incur just the air/rail transaction fee.
Hybrid Transactions - (Reservation initiated on Concur with additions made with a WTI Travel Counselor over the phone)		
WTI Travel Counselor Online Assisted Air/Rail Transaction	\$30.00	• Fee applies when a traveler makes a Concur online Car/Hotel only reservation and later calls a WTI Travel Counselor over the phone to add an Air/Rail segment to the existing online reservation.
WTI Travel Counselor Online Assisted Car/Hotel Transaction	\$10.00	• Fee applies when a traveler makes a Concur online Air/Rail reservation and later calls a WTI Travel Counselor over the phone to add a car/hotel to the existing online reservation.

## ARRANGING TRAVEL- FACULTY & STAFF

- Faculty and staff can book/ pay for travel directly and get reimbursed using the Concur System. When using federal grant funds, be sure to follow the guidelines for the [Fly America Act](#). If seeking an exception, please complete the fly America act [exception memo](#).
- If expenses related to travel are purchased and paid for in advance (airfare, train, bus etc.), the traveler may submit the expenses for reimbursement before the actual travel. Otherwise, please submit all other expenses after the travel is complete.
- When completing/ submitting a Concur Travel Expense form, please only submit one trip per (TE) and any business expenses (separate from the actual trip) must be submitted in another Concur Business Expense (PE).



## SUPPLEMENTAL APPROVAL (TRAVEL)

- Flights or business class travel by air (flights in excess of 5 hours or medical need). If booking business class, traveler must submit documentation for the same trip in economy class at the time of purchase.
- First or business class travel by rail/bus (not including Amtrak's Acela train).
- Lodging exceeding \$350 per night domestic and \$400 (USD) per night international excluding tax by no more than 50%.
- Appreciation given for lodging in a private residence.
- Short-term rental accommodations.
- Reimbursed travel extended beyond the minimum days required for business purposes.
- Required travel by an employee's spouse, significant other and/or dependent (Note: May be taxable).

## AIRFARE CLASSES

- The University expects that the majority of air travel will be at the lowest available fare. In addition, the majority of University research grants only allow for travel in coach or economy class. Any fare within the economy cabin will be allowed (economy, main cabin economy, economy plus, extra legroom within economy etc.). Travelers may travel in business class as an exception in the following cases:
  - If the flight has an in flight time in excess of 5hrs
  - Documented medical condition requires it

\*Supplemental approval is required for business or first class airfare. Additional amount from economy ticket must be segregated as well. You must also print out a comparable economy class ticket at the time of purchase and segregate any difference. Business and First Class travel requires CFO approval in advance of the trip.

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## WHEN DO YOU NEED A PURCHASE ORDER(PO)

- Central Purchase Orders: Central Purchase Orders must be used for purchases in excess of \$500 and are non-UwPA's. Central PO's must also be used for the procurement of all services.
- PO:Auto source PO's may be used for the purchase of goods and services from University-wide Purchasing Agreement (UWPA) vendors in amounts approved by University Purchasing.
- P-Card: P-Card is the preferred purchasing mechanism for most goods and minor equipment valued at \$2,500 or less.

## UNIVERSITY WIDE PURCHASING AGREEMENTS (UWPA) VENDORS

- UwPA's represent suppliers that have been awarded a University contract based on a competitive or negotiated process managed by Central Purchasing. These suppliers maintain a “Preferred” supplier status at Columbia, which affords the University community easier access to these suppliers through designated representatives and websites as well as the ability to place orders at higher transaction limits without Central Purchasing review or approval. Additional benefits of UwPA's are enhanced service levels and competitive pricing. The use of UwPA's is strongly recommended at Columbia and can be found through the UwPA Guide. Advantage to use – only one quote and directly sourced- no need for Purchasing review.
- Click [here](#) for UWPA vendor List

# PURCHASE ORDERS & CONTRACTS

The following examples are goods/service providers that require a Purchase Order prior to commencing work (please note this list is not all inclusive. Please see the purchasing [website](#) for a complete listing):

There are different requirements for many types of service providers so be sure to work with the Finance office to determine which forms are needed.

- Graphic Designer
- Video Editors
- Photographer
- Leasing/ Rental
- Software/ Licensing
- Translator (on-campus)
- Interpreter (on-campus)
- Catering (on-campus)
- Business Consultant
- Strategic Consultant
- General Research

# PURCHASE ORDERS THRESHOLDS

SPONSORED GOODS AND SERVICES			
Old Purchase Thresholds	New Purchase Thresholds	Competitive Action Required	Non-Competitive Action Required
\$0 and up (University-wide Purchasing Agreement – UwPA - only)	\$0 and up (UwPA only)	One (1) written quote or proposal from a qualified supplier	N/A
\$0 - \$3,499 (non-UwPA)	\$0 - \$9,999 (non-UwPA)	One (1) written quote or proposal from a qualified supplier	N/A
\$3,500 - \$149,999 (non-UwPA)	\$10,000 - \$249,999 (non-UwPA)	Two (2) or more written quotes or proposals from qualified suppliers	Single/Sole Source Justification form with supporting documentation
\$150,000 and up (non-UwPA)	\$250,000 and up (non-UwPA)	Three (3) or more public Request for Quotation (RFQ) or Request for Proposal (RFP) (managed through central purchasing)	Single/Sole Source Justification form with supporting documentation
NON-SPONSORED GOODS AND SERVICES			
Old Purchase Thresholds	New Purchase Thresholds	Competitive Action Required	Non-Competitive Action Required
\$0 and up (UwPA only)	\$0 and up (UwPA only)	One (1) written quote or proposal from a qualified supplier	N/A
\$0 - \$9,999 (non-UwPA)	\$0 - \$9,999 (non-UwPA)	One (1) written quote or proposal from a qualified supplier	N/A
\$10,000 - \$149,999 (non-UwPA)	\$10,000 - \$249,999 (non-UwPA)	Two (2) or more written quotes or proposals from qualified suppliers	Single/Sole Source Justification form with supporting documentation
\$150,000 and up (non-UwPA)	\$250,000 and up (non-UwPA)	Three (3) or more written quotes or proposals from qualified suppliers	Single/Sole Source Justification form with supporting documentation

## PURCHASE ORDER REQUIRED DOCUMENTS

These are some of the documents that may be required for a purchase order. This can vary by service provider. Please see the [purchasing guide](#) for more details.

- Quote(s)
- Client List- list of current service provider customers
- Resume or Company Brochure
- Service Provider Agreement (if applicable)
- Photography Rider (if applicable)
- [Scope of Work](#)
- [Independent Contractor Certification](#)- all sole proprietors or individual contractors require an Independent Contractor Certificate
- [Services Compliance Checklist](#)



## PURCHASE ORDER REQUIRED DOCUMENTS

- [Certificate of Insurance \(COI\)](#)- if vendor is providing service on-campus “The Trustees of Columbia University in the City of New York” must be listed as the certificate holder and under description of operations it should read “The Trustees of Columbia University in the City of New York, its trustees, officers, agents and employees as additional insured”.
- Sole/ Single Source Justification- if only one source is available with the required specifications.

*\*Please note service providers such as consultants must include their travel expenses on the invoice as it is work related and therefore taxable to them. Additional information and/ or documents may be requested depending on the type of goods and/ or service.*

## CONTRACTS (AGREEMENTS)

- Contracts nor any kind of agreement should never be signed by a staff, faculty member or student. All contracts must be signed by a designated personnel from the Purchasing department. Please submit contracts well in advance. Contracts require minimally 7-10 business days for review. Departments are notified as soon as the contract or agreement is fully signed; a copy must be attached to the invoice when submitting for payment processing.
- Certain venues have negotiated [master agreements](#) with Columbia University, and therefore, can be finalized much quicker. Departments are strongly encouraged to hold events at these venues.

## PROMOTIONAL ITEMS

- You must use a promotional vendor that is licensed by the University to use trademarks in manufacture of emblematic product. Please find a list of approved vendors to use for promotional items [here](#). In addition, please also note that the P-Card can be used for purchases \$2,500 and below from a University approved vendor. Anything above that amount will require a purchase order.

## COLUMBIA UNIVERSITY - PROMOTIONAL/INTERNAL VENDOR LIST

[August 20, 2020](#)

The vendors listed below are licensed by the University to use our trademarks in manufacture of emblematic product. These companies are members of the Fair Labor Association, certify that their factory sources are in compliance with Columbia's Code of Conduct, and have agreed to certain guidelines regarding monitoring.

This list has been compiled by referrals made by individual schools and departments based on their preferences. Each school and department should use these companies based on their own assessment of the type of product, price and quality they require. The companies below focus on "giveaway" products versus product sold through regular retail stores, thereby providing less expensive options. Additional licensed vendors are available but may be cost prohibitive.

If a vendor is not licensed, they have not been granted the rights to use our trademarks and are not permitted to manufacture or provide products bearing the Columbia name or logos. As part of the overall program review, Columbia University considers new promo/internal license applicants each summer. Any company wishing to become a promo/internal licensee of the University should submit application materials to Exemplar Associates no later than April 30th.

LICENSED COMPANY	CONTACT	PHONE	EMAIL	WEBSITE
4imprint, Inc.	Sales Department	877-466-7746	administrator@4imprint.com	4imprint.com
AAA American Flag Decorating Co.	Ian Flamm	212-279-3524	aaa.americanflag@verizon.net	aaaamericanflag.com
All Colors, LLC	Stephen Mittler	732-777-6033	Stephen@allcolorsllc.com	allcolorsllc.com
Balady Promotions	Joanne Balady	973-682-8440	jbalady@balady.com	balady.com
BDJ Ventures	Bernard Wright	215-266-2062	info@bdjventuresllc.com	bdjventuresllc.com
Brancaster Marketing	Jessie Boyle	845-430-3709	jessie@brancastermarketing.com	brancastermarketing.com
Cathcart Enterprises	Patricia Barnes	215-913-0089	cathcartent@gmail.com	cathcartpromo.com
Clothowear	Jim Levi	800-372-4532	jim@clothowear.com	clothowear.com
CustomInk	Bailey Adrian	800-293-4232	service@customink.com	customink.com
EcoPlum Business Gifts	Gia Machlin	888-730-9990	info@ecoplum.com	business.ecoplum.com
Fairware	Denise Taschereau	604-732-3247	denise@fairware.com	fairware.com
Geiger Collegiate Promotions	Tina Moss	914-552-1655	tmoss@geiger.com	geiger.com
Graphically Speaking	Howard Post	201-723-8113	graphspeak@aol.com	northjerseypromos.com
Grossman Marketing (Mass. Envelope)	Ben Grossman	617-591-2919	bgrossman@grossmanmarketing.com	grossmanmarketing.com
Halo Branded Solutions	Andrew Goldstein	212-659-7777	andrew@marketingalliancellc.com	halo.com
Howard Roe Gift Solutions	Jerry Scher	201-567-6300	jerry@howardroe.com	howardroe.com
Kotis Design	Colt Hytrek	206-466-1877	colt.hytrek@kotisdesign.com	kotisdesign.com
Larick Associates	Nancy Larick	516-883-1489	sales@larick.com	approvedmfg.larick.com
Logo Concepts	Marcia Nozik	860-233-8072	marcia@logoconcepts.net	logoconcepts.net
Max Merchandising	Ellie Dunn	212-692-9307	ellie@maxmerch.com	maxmerch.com
MRP Lawrence Marketing	Sherry Topel	914-273-6200	sherry@mrplawrence.com	mrplawrence.com
ProCon Marketing	Vicki Reisbaum	201-962-7730	vicki@4procon.com	4procon.com
RJS Promo Group	Joanne Ulrich	516-932-8549	joanne@rjspromogroup.com	rjspromogroup.com

### ATHLETIC EQUIPMENT & APPAREL SUPPLIERS:

Boathouse Sports; BSN Sports; Lacrosse Unlimited; Parkview Sports; Ping Golf; Sneakers Plus (Chris Gacos Assoc.); Varsity Spirit Fashions

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## ACCOUNTING FOR EXPENSES AT COLUMBIA

- ARC (Accounting and Reporting at Columbia) is the Columbia University accounting system, and the “chartstring” is used to identify the funding source of the expense. It is important to be familiar with the chartstrings and budgets that you manage as you will often need to provide this information when making purchases or doing transfers between departments.

# CHARTSTRINGS

Business Unit	→	The legal entity that owns the transaction
Account	→	What was purchased or received
Department	→	Where the transactions took place in the University
PC Business Unit	→	What type of project (capital, sponsored or general)
Project	→	Specific funding source
Activity	→	Phase of multi-year project
Initiative	→	What program or activity took place
Segment	→	By/for whom activities are conducted (e.g. faculty member)
Site	→	Where it took place
Fund	→	The category of funding source; indicates the level of restriction on the funds used
Function	→	The University mission it relates to (e.g. research)

- Example of Chartstring: COLUM-65205-4109102-GENRL-EN004755-01-25000-00000000

## SETTING UP A NEW VENDOR

*Vendor Management is responsible for creating and maintaining all payee and supplier profiles utilized to process transactions in Accounting & Reporting at Columbia (ARC). The Business Office assists members of WEAL in their efforts of requesting the creation of new vendor profiles for domestic and international vendors (payees/suppliers).*

### Requirements:

Goods and/ or service providers are required to complete a web based vendor questionnaire, and are advised to sign up for ACH direct deposit. Vendor Management will send email notifications to the vendor, directing them to log in with a username and temporary password to complete the requirements.

Departments are encouraged to follow up with the vendor to ensure the requirements are completed in a timely manner and emphasize to the vendor that no transaction (payment) can be initiated until they complete all requirements, submit required documentation, or respond to any questions.



# REQUIREMENTS (U.S. INDIVIDUALS AND ENTITIES)

Person	Entity
Required Information	Required Information
• Payment description (service type)	• Payment description (service type)
• Full Name (legal name)	• Full Name (legal name)
• Address (same as W-9)	• Address (same as W-9)
• Email address	• Email address
• Phone number	• Phone number
Required Documents:	Required Documents:
• <a href="#">W-9 Form</a>	• <a href="#">W-9 Form</a>

\*If Columbia has not done business with the U.S. vendor/ guest before, please submit the documentation noted above to the WEAI finance office.

# REQUIREMENTS (INTERNATIONAL GUESTS/ORGANIZATIONS)

Person	Entity
Required Information	Required Information
<ul style="list-style-type: none"> <li>• Payment description (service type i.e. honorarium)</li> </ul>	<ul style="list-style-type: none"> <li>• Payment description (service type i.e. honorarium)</li> </ul>
<ul style="list-style-type: none"> <li>• Service Location (country)</li> </ul>	<ul style="list-style-type: none"> <li>• Service Location</li> </ul>
<ul style="list-style-type: none"> <li>• Full Name</li> </ul>	<ul style="list-style-type: none"> <li>• Name of entity (beneficiary owner)</li> </ul>
<ul style="list-style-type: none"> <li>• Address (Do not use P.O. Box)</li> </ul>	<ul style="list-style-type: none"> <li>• Address (Do not use P.O. Box)</li> </ul>
<ul style="list-style-type: none"> <li>• Email address</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Name</li> </ul>
<ul style="list-style-type: none"> <li>• Phone number</li> </ul>	<ul style="list-style-type: none"> <li>• Contact email address</li> </ul>
<ul style="list-style-type: none"> <li>• Contact phone number</li> </ul>	
<p>Required Documents: <a href="#">W-8 BEN</a></p> <p>Also, if services performed in the U.S.:</p> <ul style="list-style-type: none"> <li>• Copy of passport</li> <li>• Copy of Visa</li> <li>• Copy of entry stamp, I-94 (or ESTA Receipt)</li> </ul>	<p>Required Documents:</p> <ul style="list-style-type: none"> <li>• <a href="#">W-8 BENE</a> Form</li> </ul>

\*If Columbia has not done business with the foreign vendor/ guest before, please submit the documentation noted above to the WEAI finance office.

## DIRECT DEPOSIT/ACH REQUEST- EMPLOYEE OR STUDENT

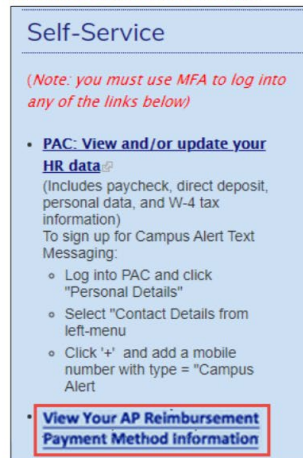
- You can view and update the method for how you receive Accounts Payable (AP) Reimbursements for travel and business expenses. Your AP Reimbursement method is related to your Direct Deposit settings for Payroll with one of the following defaults, which you can change as desired:
- If your Payroll is not setup with Direct Deposit, your AP Reimbursement defaults so you are paid by check.
- If your Payroll is set up with a single Direct Deposit account, your AP Reimbursement defaults so that you are paid using the same Direct Deposit account.
- If your Payroll is set up with multiple Direct Deposit accounts, your AP Reimbursement defaults so you are paid using the method marked as “Remaining Balance” in the Direct Deposit module.
- To view the full Job Guide, Click [Here](#):

## Accessing Your AP Reimbursement

1. Go to [my.columbia.edu](https://my.columbia.edu) and log in using your UNI and password



2. On the Faculty and Staff page under the **Self-Service** section, click **View Your AP Reimbursement Payment Method Information**.



The PAC Self Service Application appears.



3. Click the **Payroll & Compensation** tile. The Direct Deposit module within the Payroll & Compensation screen appears.

**Direct Deposit**

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking	Direct Deposit	021000021	1234567890	Checking	50.00%
2	25%	Direct Deposit	021000021	4444545444	Checking	25.00%
Last	New Checking	Direct Deposit	021000021	1234567890	Savings	Remaining Balance

Reorder

*In this example, there are multiple Direct Deposit Accounts setup for Payroll. The account labeled “New Checking” is the account designated with Amount Percent as Remaining Balance and would be the initial default for AP Reimbursement.*

4. Click the **AP Reimbursement** tab. The AP Reimbursement Payment Method module appears.

**AP Reimbursement Payment Method**

\*Payment Method: Direct Deposit Save

Account

Nickname	Routing Number	Account Number	Account Type
<input type="radio"/> Checking	021000021	1234567890	Checking
<input type="radio"/> 25%	021000021	4444545444	Checking
<input checked="" type="radio"/> New Checking	021000021	1234567890	Savings

*In the example above, notice that the radio button for the account labeled “New Checking” is selected and is the default AP Reimbursement Method.*



# Changing the AP Reimbursement Method

You can change the default AP Reimbursement Method either by selecting another Direct Deposit Account, adding a new Direct Deposit Account, or selecting to be reimbursed by check which will be sent to the mailing address in your PAC profile.

## Selecting a Different Direct Deposit Account

If you have multiple Direct Deposit accounts listed in the AP Reimbursement module:


- 1. In the AP Reimbursement module, click the radio button for the desired **Account** from the list of accounts.

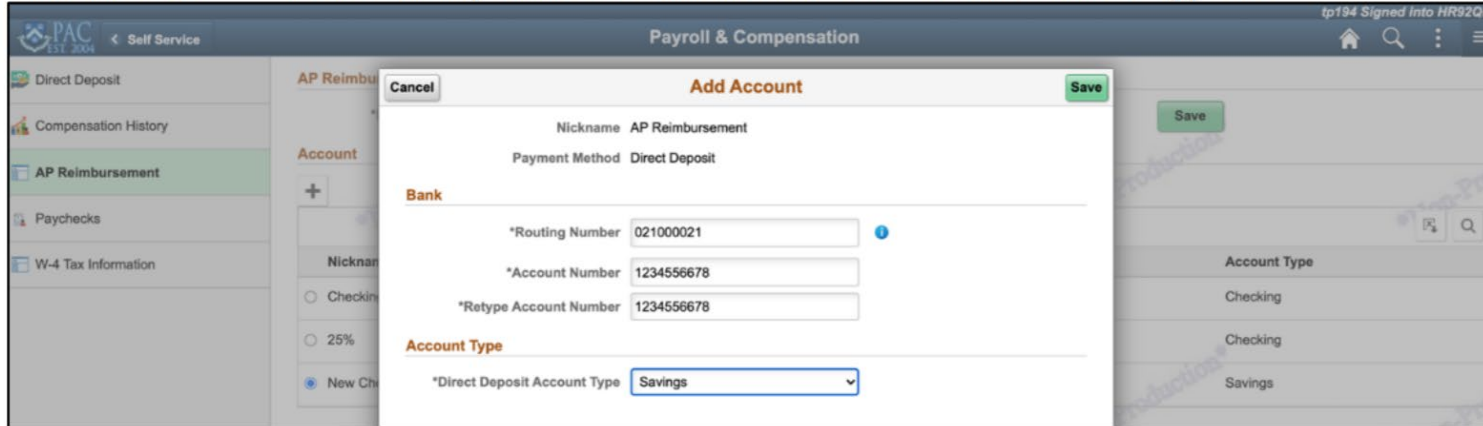


- 2. Click **Save**.

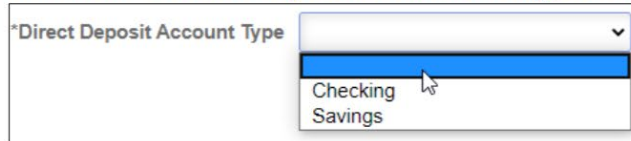
## Adding a Direct Deposit Account for AP Reimbursement

If desired, you can add a new Direct Deposit Account to be used specifically for AP Reimbursement. This account will not impact your Payroll Direct Deposit Accounts.

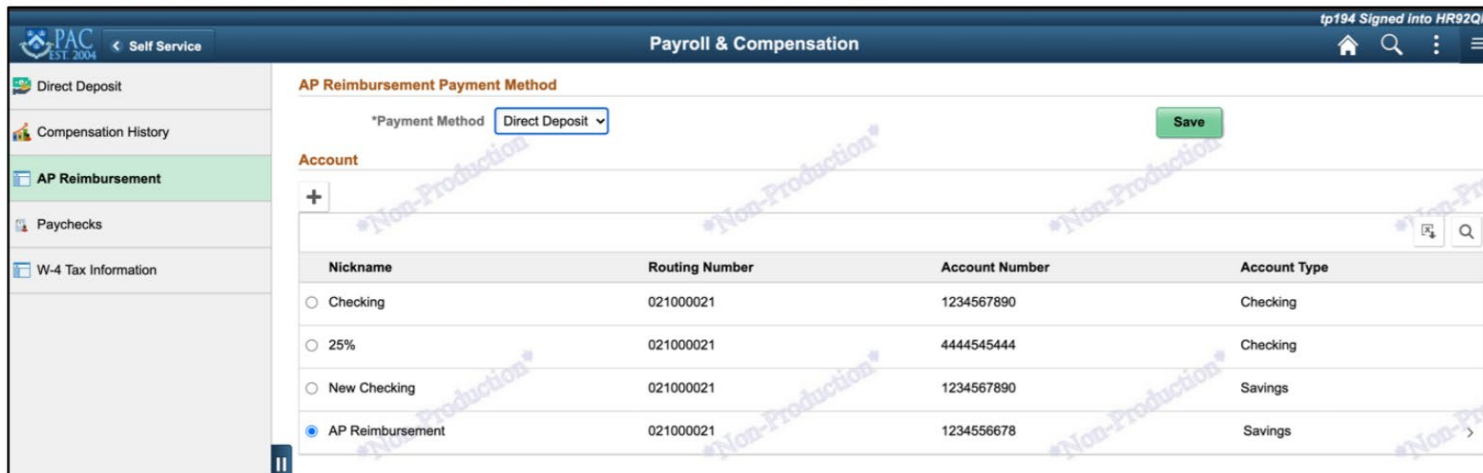
1. Click the **Plus**  icon at the top of the Account list. The Add Account window appears.



2. Enter the bank **Routing Number** then enter your **Account Number** and **Retype Account Number**.
3. Select the **Direct Deposit Account Type** from the dropdown.



4. Click **Save**. The new account is added and selected as the default.

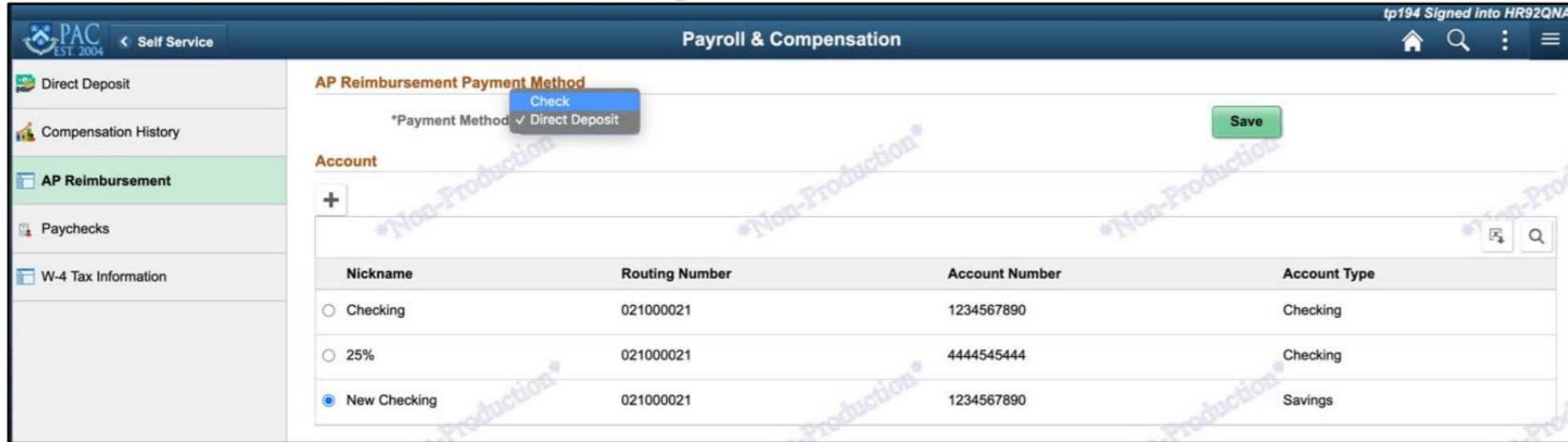


Nickname	Routing Number	Account Number	Account Type
<input type="radio"/> Checking	021000021	1234567890	Checking
<input type="radio"/> 25%	021000021	4444545444	Checking
<input type="radio"/> New Checking	021000021	1234567890	Savings
<input checked="" type="radio"/> AP Reimbursement	021000021	1234556678	Savings

## Selecting to Receive Checks for AP Reimbursements

If do not wish to utilize Direct Deposit for AP Reimbursements, you can select to receive checks to be sent to the mailing address in your PAC profile.

1. Select **Check** from the **Payment Method** dropdown.



The screenshot shows the PAC Self Service interface. The left sidebar contains links for Direct Deposit, Compensation History, AP Reimbursement (highlighted), Paychecks, and W-4 Tax Information. The main content area is titled "Payroll & Compensation" and "AP Reimbursement Payment Method". The "\*Payment Method" dropdown is set to "Check", with a "Save" button to the right. Below this, the "Account" section shows a table of accounts. The table has columns for Nickname, Routing Number, Account Number, and Account Type. The "New Checking" account is selected.

Nickname	Routing Number	Account Number	Account Type
<input type="radio"/> Checking	021000021	1234567890	Checking
<input type="radio"/> 25%	021000021	4444545444	Checking
<input checked="" type="radio"/> New Checking	021000021	1234567890	Savings

Your mailing address appears. To change your mailing address, navigate to the Personal Details module within the PAC Self Service application.



The screenshot shows the same PAC Self Service interface. The "\*Payment Method" dropdown is now set to "Check". The "Address" section displays the mailing address: 123 Main Street, 1111111, New York, NY 10027, USA. A "Save" button is visible to the right of the address field.

2. Click **Save**.



# ACH REQUEST- OUTSIDE PARTY/ SUPPLIER

## How to complete a ACH Modification:

1. Go to the Vendor Payee/Request Web Form:  
<https://forms.finance.columbia.edu/vendor-request/>
2. Enter Supplier ID#: 0000xxxxxx, and click "Submit"
3. Select your vendor name as it appears, and click "Edit"
4. The type of modification will be " DIRECT DEPOSIT (ACH) MODIFICATION "
5. Follow the prompts to submit the request
6. You will then receive an email with a temporary login and password in order to provide your banking account information
7. Please provide the "Request ID" number so that we can follow up on the request internally to rm3557 and nh2047

- Once a payee or supplier has completed Vendor Management requirements and a VENDOR ID is created in ARC, they can request to receive direct deposit payments (strongly recommended) as opposed to paper checks, by following the instructions below. To obtain a VENDOR ID, visit the Vendor ID Lookup site or email the Business Office with the vendor details.

# HOW TO ADD WIRE INSTRUCTIONS – FOREIGN VENDOR

## How to complete a Wire Modification:

1. Go to the Vendor Payee/Request Web Form:  
<https://forms.finance.columbia.edu/vendor-request/>
2. Enter Supplier ID#: 0000xxxxxx, and click "Submit"
3. Select your vendor name as it appears, and click "Edit"
4. The type of modification will be "Wire"
5. Follow the prompts to submit the request
6. You will then receive an email with a temporary login and password in order to provide your banking account information
7. Please provide the "Request ID" number so that we can follow up on the request internally to rm3557 and nh2047

- Wire Transfer is a disbursement method used to pay international individuals or entities with an international bank account.

# HONORARIUM

“An honorarium payment is a gratuitous payment to a lecturer or a professional person outside the University community (not a University faculty or staff member) as an expression of thanks.

It is taxable income and is reportable to the Internal Revenue Service.” Remember that an Honorarium is a “thank you” payment, usually to an outside party. It is NOT a payment for an invoice, to an agent, nor to a student.

# HONORARIUM

An honorarium, prize or award processed by check or direct deposit must be submitted on a [Check or Wire Request Form](#) along with the following supporting documents:

- An official letter on your department's letterhead, addressed to the payee, reflecting the amount of the honorarium or award. Signature of department authorizer is required.
- Event flyer, agenda, email or invitation reflecting the business purpose of the activity.

\*Payment request to be processed via Wire Transfer must be submitted along with the [Wire Request Form](#).

\*Please see instructions about paying an honorarium to a foreign vendor

## MAKING AN HONORARIUM PAYMENT TO A FOREIGN GUEST

### How to cover the 30% tax on an Honorarium Payment (to a Foreign National):

- I. For a standard honorarium payment of \$300.00 USD please increase the amount in ARC to \$428.57 after receiving notification from A/P if you would like to cover the 30% tax.

*How did we get the \$428.57 total?*

$$.7x = \$300.00$$

$$x = \$428.57$$

*Or, if the amount is greater, say a \$500.00 honorarium payment:*

$$.7x = \$500.00$$

$$x = \$714.29$$

The tax will be deducted from this \$428.57 total so that the voucher is released in the net total of \$300.00.

\* If it is done abroad, it is not subject to tax so ignore the gross payment calculations.

## PAYMENT TO A GOODS OR SERVICE PROVIDER

Goods and/ or service providers must issue a document requesting payment. This document is called an “invoice” and should include all information related to the purchase or service provided. The invoice must be addressed to “Columbia University”. Vendors are strongly encouraged to include an invoice number on every invoice to track their payments.

Vendor’s Name/ Logo

- Vendor’s Address
- Billing Address
- Invoice Number
- Invoice Date
- Description of Goods/or Services
- Amount Due

\*Payment requested to be processed via Wire Transfer must be submitted along with a [Wire Request Form](#).

## CONCUR EXPENSE REPORTS FOR EMPLOYEE/STUDENT REIMBURSEMENTS

- **UPDATE: TBERs will now no longer be accepted as forms of reimbursement**
- All staff must log in to the **Concur System** to log expenses (both Business and Travel) in order to receive reimbursement.
- The payee is expected to obtain receipts for all expenses. A receipt may take many forms (i.e. cash register receipt, copy of an order form, web receipt or confirmation).
- These receipts help Concur to accurately log expense reports get employees reimbursed.

# EXPENSE DOCUMENTATION REQUIREMENTS

## **Travel**

- Dates and points of departure/ arrival
- Class of ticket
- Amount of fare and proof of payment

## **General Receipts:**

- Date of purchase
- Vendor name
- Itemized list and unit price of the purchased items
- Total amount
- Proof of payment (i.e. cash tendered, “paid”, zero balance due, or credit/ debit card with the last 4 digits of the card charged).

\*If no proof of payment is available, a credit/debit card statement may be provided.



## 120 DAY RULE

- In order for Columbia to maintain its Accountable Plan with the IRS, all expense reimbursements submitted after 120 days are reported to Payroll as imputed income and added to the employee's W-2 wages and tax is withheld.
- It is rare to avoid this, so be sure to submit your reimbursement in a timely fashion.

## OUTSIDE REQUEST FOR WEAI CHARTSTRINGS

- For departments outside of WEAI, they will need to enter the below information in the "report header" field if they are using our chart string and require approval:
- If you need help with WEAI-related chartstrings regarding this part of the process, please reach out to Nancy Hirshan ([nh2047@Columbia.edu](mailto:nh2047@Columbia.edu)) for the appropriate information.

Type of Report *	School *	1	Division *
*CU Business Expenses	▼ A&S Core - Interdisciplinary (410000X)		▼ A&S Institutes (41NS00X)
Sub-Division *	3	Admin Department *	4
▼ A&S Weatherhead E Asian Inst (410900X)		▼ A&S Weatherhead E Asian Inst (4109102)	

# AN INTRODUCTION TO CONCUR

\*All Employees are strongly encouraged to take the Concur Training [here](#). The following information is just a quick guide and a condensed version of the full-training.

The Concur Request, Travel and Expense System integrates travel authorizations, travel bookings, and expense reports in one application

With Concur Travel, Travelers can book domestic and international flights and make reservations for rental cars, hotels, and rail with purchase information flowing directly into Concur Expense. Please note, not all Columbia Concur users have access to Concur Travel.



Concur makes preparing Expense reports more efficient. Concur imports Corporate Card Charges and Travel expenses so you can add them to your Expense Reports.

The Concur Mobile app helps you manage receipts, expenses and travel from your phone.

Not all Columbia personnel have access to Concur Travel and Expense. If you have questions regarding access, please contact your DAF or Senior Business Officer.

COMPLETING A CONCUR EXPENSE REPORT  
(FOR BUSINESS EXPENSES)

COMPLETING A CONCUR EXPENSE REPORT  
(FOR TRAVEL EXPENSES)

ADDING RECEIPTS ON CONCUR

COMPLETING A CONCUR EXPENSE REPORT  
FOR A GUEST OR A STUDENT

## COMPLETING A CONCUR EXPENSE REPORT (BUSINESS EXPENSES)

\*All Employees are strongly encouraged to take the Concur Training [here](#). The following information is just a quick guide and a condensed version of the full-training.

## Preparing and Submitting Business Expense Reports

Concur systematically checks for issues and alerts you to most exceptions as you prepare your Expense Report. Concur displays various icons that identify if:



Exceptions were detected that you should be aware, either at the report level or on a specific line on the report.



An entry error or missing fields that you must address in order to submit the report.

Explanations are included to explain each exception.



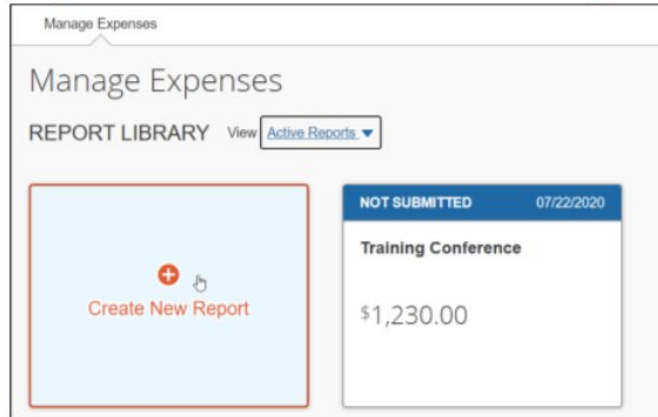
Click the icon to open **Job Aid: Concur Expense Policy Exception Approval Workflow Requirements**

# Business Expense Reminders

- You should request reimbursement within 10 business days of incurring an expense and as frequently as is necessary (bi-monthly, monthly). Reimbursement requests must be submitted within 90 days of the date of the expense.
- Reimbursements submitted more than 120 days after the date of the expense require payee justification and Financial Approver acknowledgement.
  - Supporting documentation must be provided if the Expense is submitted after 120 days
  - Expenses older than 365 days from the date the expenses were incurred cannot be submitted and, therefore, will not be reimbursed
- All expenses must include a specific, valid business purpose
- Receipts must be provided if the expense is equal to or in excess of \$50. Payee justification is required and a Missing Receipt Declaration must be completed.
- Expenses which require segregation, such as Alcohol, Entertainment, and Flowers, rely on you to select the correct Expense Type in your Report.



1. Log in to Concur and click the **Expense** tab. The Manage Expense screen appears.



Manage Expenses

Manage Expenses

REPORT LIBRARY View **Active Reports**

Create New Report

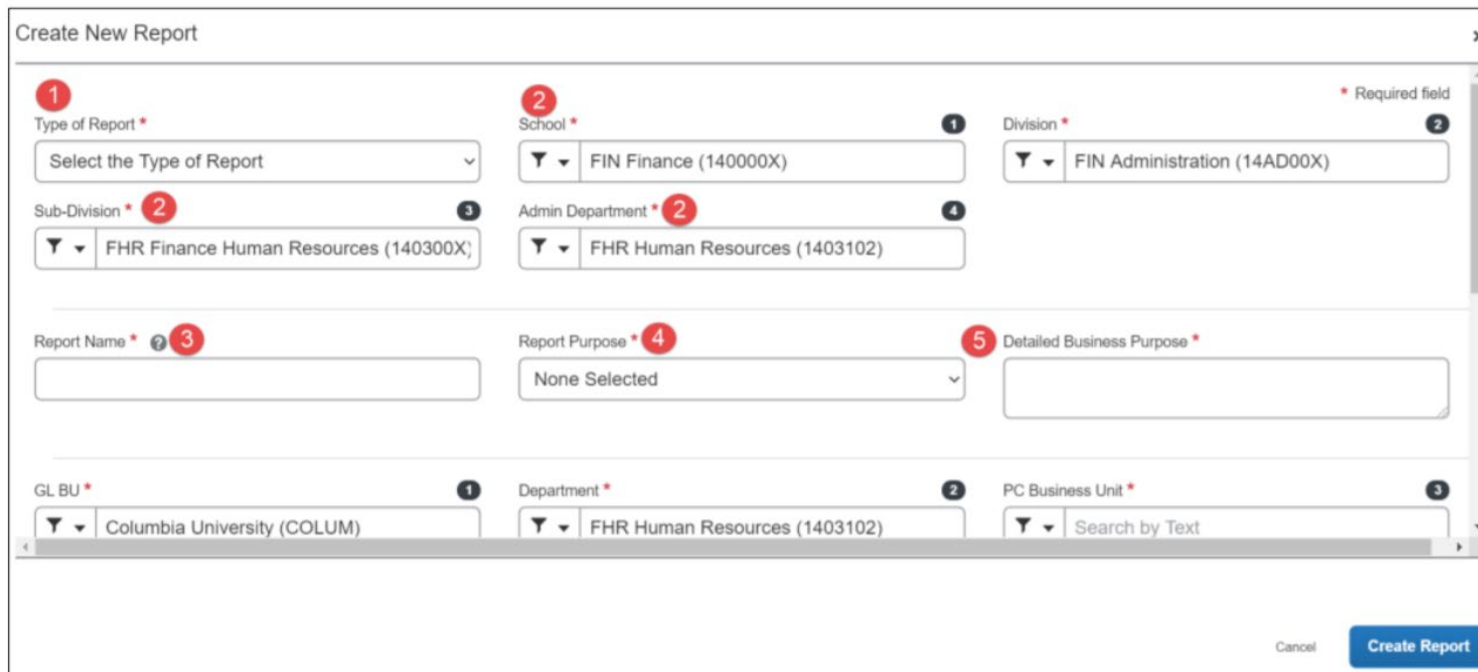
NOT SUBMITTED 07/22/2020

Training Conference

\$1,230.00

2. Click **Create New Report**. The Create New Report screen appears.

## Creating a CU Business Expense Report



Create New Report

\* Required field

1 Type of Report \*  
Select the Type of Report

2 School \*  
FIN Finance (140000X)

1 Division \*  
FIN Administration (14AD00X)

2 Sub-Division \*  
FHR Finance Human Resources (140300X)

3 Admin Department \*  
FHR Human Resources (1403102)

4

Report Name \*  
Report Purpose \*  
None Selected

5 Detailed Business Purpose \*

GL BU \*  
Columbia University (COLUM)

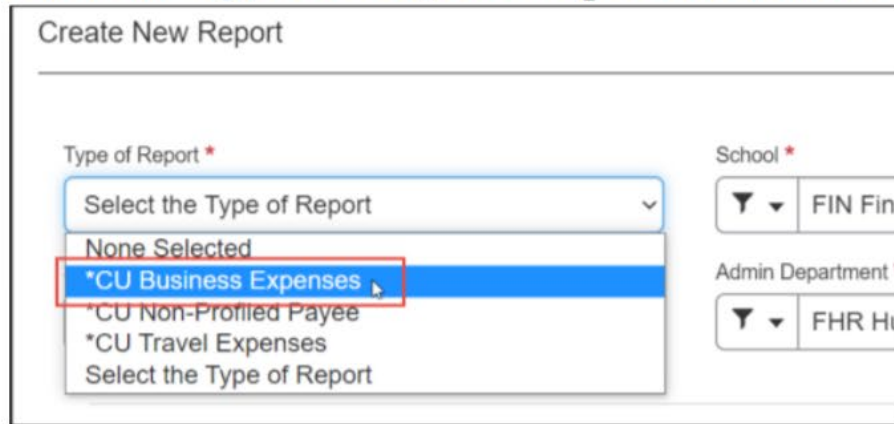
1 Department \*  
FHR Human Resources (1403102)

2 PC Business Unit \*  
Search by Text

3

Cancel Create Report

1. Click the **Type of Report** dropdown and select **CU Business Expenses**.



The screenshot shows a web form titled "Create New Report". It contains several fields: "Type of Report" (a dropdown menu), "School" (a dropdown menu), and "Admin Department" (a dropdown menu). The "Type of Report" dropdown is open, showing a list of options: "None Selected", "\*CU Business Expenses", "\*CU Non-Profited Payee", "\*CU Travel Expenses", and "Select the Type of Report". The option "\*CU Business Expenses" is highlighted in blue and has a red rectangular box drawn around it. The "School" dropdown shows "FIN Fin" and the "Admin Department" dropdown shows "FHR Hu".

2. The School, Division, Sub-Division and Admin Department default from your Concur Profile. You can edit them for this Report, if necessary.
3. Type a **Report Name**.
4. Select a **Report Purpose**.
5. Type a **Detailed Business Purpose**.

6. The ChartFields default from your Concur Profile. You can edit them for this Report, if necessary.

GL BU \* 1  
▼ Columbia University (COLUM)

Department \* 2  
▼ FHR Human Resources (1403102)

PC Business Unit \* 3  
▼ General Projects (GENRL)

Project \* 4  
▼ GI Funding (UR004672)

Activity \* 5  
▼ GI Funding (01)

Initiative \*  
▼ Undefined Initiative (00000)

Segment \*  
▼ Undefined Segment (00000000)

Site  
▼ Search by Text

Report Key

Cancel Create Report

7. Click **Create Report**. You can add Expense Items such as Meals, Ground Transportation, and Supplies.


\*If you need help with WEAI-related Chartstrings regarding this part of the process, please reach out to Nancy and Ryan for the appropriate information ([rm3557@columbia.edu](mailto:rm3557@columbia.edu))


## COMPLETING A CONCUR EXPENSE REPORT (TRAVEL EXPENSES)

\*All Employees are strongly encouraged to take the Concur Training [here](#). The following information is just a quick guide and a condensed version of the full-training.

# Preparing and Submitting Travel Expense Reports

Concur systematically checks for issues and alerts you to most exceptions as you prepare your Expense Report. Concur displays various icons that identify if:

 Exceptions were detected that you should be aware, either at the report level or on a specific line on the report.

 An entry error or missing fields that you must address in order to submit the report.

Explanations are included to explain each exception.



Click the icon to open **Job Aid: Concur Expense Policy Exception Approval Workflow Requirements**

# Travel Expense Reports Reminders

- You should request reimbursement within 10 business days from the trip end date or the date a business expense is incurred. Reimbursement requests should be submitted within 90 days of the date of the expense.
- Reimbursements submitted more than 120 days after the date of the expense require payee justification and Financial Approver acknowledgement.
  - Supporting documentation must be provided if the Report is submitted after 120 days
  - Reports older than 365 days from the date the expenses were incurred cannot be submitted and, therefore, will not be reimbursed
- All expenses must include a specific, valid business purpose
- Proof of expense (usually receipts) must be provided for expenses equal to or in excess of \$50 and for all air, lodging, and rental car expenses
- Appropriate supporting documentation must be provided for Air/Rail/Bus travel (itinerary/ticket), Rental Cars (rental agreement), and Lodging (itemized hotel bill)
- Expenses which require segregation, such as Alcohol, Entertainment, and Flowers, rely on you to select the correct Expense Type in your Report



Click the icon to open **Training Guide: Managing Concur Notification Emails**

1. Log in to Concur and click the **Expense** tab. The Manage Expense screen appears.

The screenshot shows the 'Manage Expenses' interface. At the top, there's a 'Manage Expenses' header. Below it, a 'REPORT LIBRARY' section includes a 'View' dropdown set to 'Active Reports'. On the left, a large light blue box contains a red '+' icon and the text 'Create New Report'. On the right, a card titled 'NOT SUBMITTED' with a date '07/22/2020' displays 'Training Conference' and an amount of '\$1,230.00'.

2. Click **Create New Report**. The Create New Report screen appears.

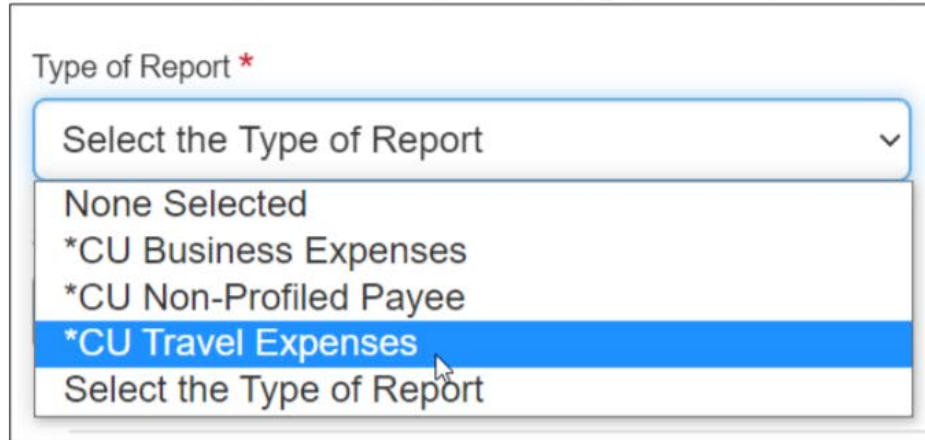
## Creating a CU Travel Expense Report

The screenshot displays the 'Create New Report' form with various fields and dropdown menus, each marked with a red circle and a number:

- 1**: Type of Report \* (Dropdown menu showing '\*CU Travel Expenses')
- 2**: School \* (Dropdown menu showing 'FIN Finance (140000X)')
- 2**: Division \* (Dropdown menu showing 'FIN Administration (14AD00X)')
- 2**: Sub-Division \* (Dropdown menu showing 'FHR Finance Human Resources (140300X)')
- 2**: Admin Department \* (Dropdown menu showing 'FHR Human Resources (1403102)')
- 3**: Report Name \* (Text input field)
- 4**: Business Travel Start Date \* (Date input field, MM/DD/YYYY)
- 4**: Business Travel End Date \* (Date input field, MM/DD/YYYY)
- 5**: Trip Purpose \* (Dropdown menu showing 'None Selected')
- 5**: Detailed Business Purpose \* (Text input field)
- 6**: Travel Type \* (Dropdown menu showing 'Individual Travel')
- 6**: Trip Type \* (Dropdown menu showing 'None Selected')
- 7**: Did this trip include personal travel? \* (Dropdown menu showing 'No')
- Personal Travel Dates ? (Text input field)



1. Click the **Type of Report** dropdown and select **CU Travel Expenses**.



The image shows a web form field labeled "Type of Report" with a red asterisk indicating it is required. The dropdown menu is open, showing the following options: "None Selected", "\*CU Business Expenses", "\*CU Non-Profiled Payee", "\*CU Travel Expenses" (which is highlighted in blue and has a mouse cursor over it), and "Select the Type of Report".

2. The School, Division, Sub-Division and Admin Department default from your Concur Profile. You can edit, if necessary.
3. Type a **Report Name**.
4. Enter the **Business Travel Start Date** and the **Business Travel End Date**.
5. Select the **Trip Purpose** and type a **Detailed Business Purpose**.
6. Select the **Travel Type** (Individual, Group, or Team) and **Trip Type** (Domestic or International).
7. Select to answer **Did this trip include personal travel?** If Yes, enter the **Personal Travel Dates**.



8. The ChartFields default from your Concur Profile. You can edit them for this Report, if necessary.

GL BU \* 1  
▼ Columbia University (COLUM)

Department \* 2  
▼ FHR Human Resources (1403102)

PC Business Unit \* 3  
▼ General Projects (GENRL)

Project \* 4  
▼ GI Funding (UR004672)

Activity \* 5  
▼ GI Funding (01)

Initiative \*  
▼ Undefined Initiative (00000)

Segment \*  
▼ Undefined Segment (00000000)

Site  
▼ Search by Text

Report Key

Cancel Create Report

9. Click **Create Report**. You can then add Expense Items such as Airfare, Hotels, Ground Transportation and Meals. You can also add other CU Business Expense items to a Travel Expense Report.

\*If you need help with WEAL-related Chartstrings regarding this part of the process, please reach out to Nancy for the appropriate information ([nh2047@Columbia.edu](mailto:nh2047@Columbia.edu))

# CREATING AND SAVING FREQUENTLY USED CHARTSTRINGS

\*All Employees are strongly encouraged to take the Concur Training [here](#). The following information is just a quick guide and a condensed version of the full-training.

# Who's it for?

Anyone who creates Expense Reports and needs to use multiple ChartStrings.

## How do I do it?

After you have added Expense Items to the Expense Report you created:

1. Select the checkbox(es) next to the Expense Items you are allocating to alternate ChartStrings.

Guest speaker \$110.00 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Cash/Personal Credit Card	Individual Meal - Lunch		11/23/2020	\$50.00 <small>Itemized</small>
<input type="checkbox"/>			Cash/Personal Credit Card	Group Meal Attendees (2)	ABC Diner	11/23/2020	\$60.00

Download Attach

2. Click the **Allocate** button. The Allocate screen appears indicating the Default (ChartString) for the report allocated for 100%.

Allocate

Expenses: 3 \$50.00

Percent Amount

Amount \$50.00 Allocated \$50.00 100% Remaining \$0.00 0%

Default Allocation

Code: DEFAULT Percent: 100

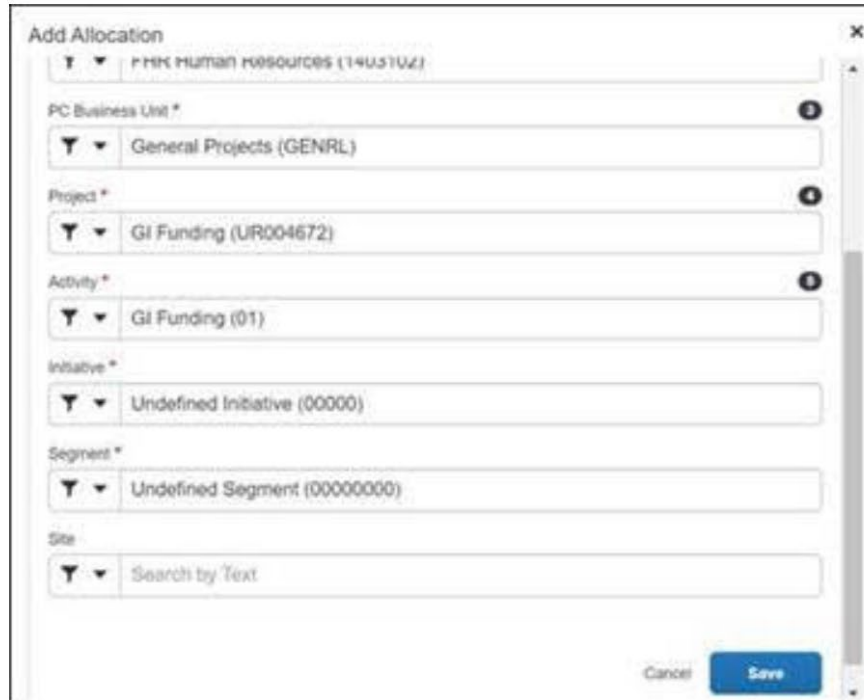
Add Edit Remove Save as Favorite

No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

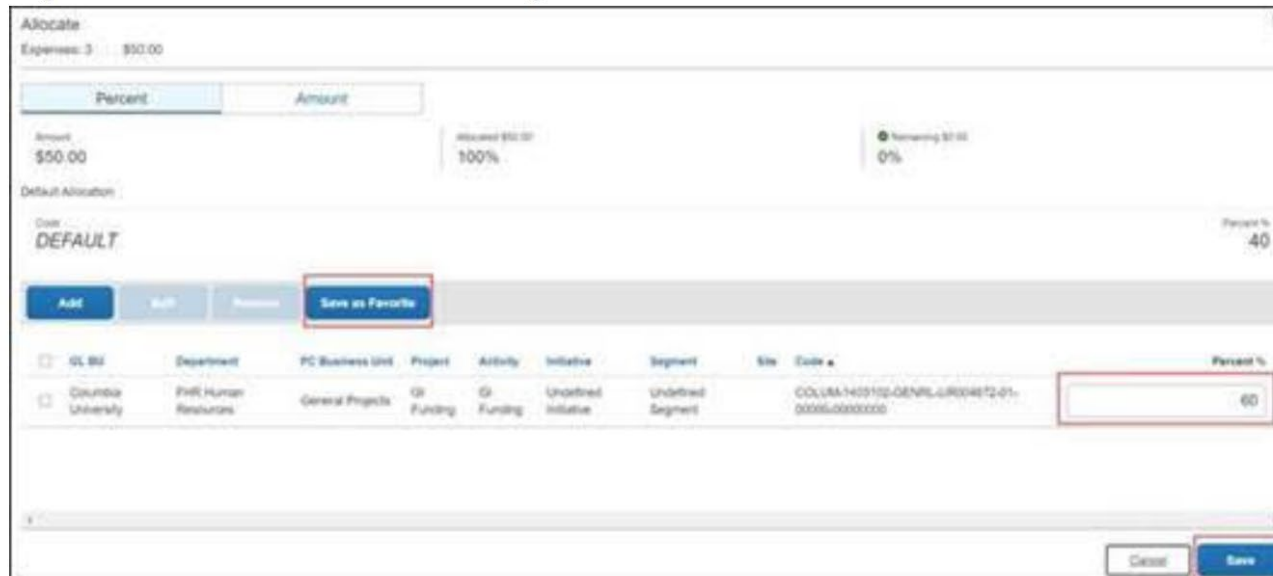
Cancel Save

3. Click the **Add** button. The Add Allocation window appears.



The 'Add Allocation' window is a form for creating a new allocation. It features several dropdown menus for selecting organizational levels: 'PC Business Unit' (General Projects (GENRL)), 'Project' (GI Funding (UR004672)), 'Activity' (GI Funding (01)), 'Initiative' (Undefined Initiative (00000)), 'Segment' (Undefined Segment (00000000)), and 'Site' (Search by Text). A 'Cancel' button and a 'Save' button are located at the bottom right.

4. Edit the desired **ChartFields** and click **Save**. The ChartString is listed in the Allocation Screen. If needed, repeat steps 3 and 4 to add additional ChartStrings to the Allocation.



The 'Allocate' window displays allocation details. At the top, it shows 'Expense: 3' and '\$50.00'. Below this, a table shows 'Amount' (\$50.00), 'Allocated \$50.00' (100%), and 'Remaining \$1.00' (0%). The 'Default Allocation' section shows 'Cost: DEFAULT' and 'Percent %: 40'. A 'Save as Favorite' button is highlighted with a red box. Below this is a table with columns: 'OL ID', 'Department', 'PC Business Unit', 'Project', 'Activity', 'Initiative', 'Segment', 'Site', 'Code #', and 'Percent %'. The table contains one row for 'Columbia University' with a 'Percent %' of 60, which is also highlighted with a red box. At the bottom right, 'Close' and 'Save' buttons are visible.

OL ID	Department	PC Business Unit	Project	Activity	Initiative	Segment	Site	Code #	Percent %
Columbia University	PHR Human Resources	General Projects	GI Funding	GI Funding	Undefined Initiative	Undefined Segment	COLUM1409102	GENRL-UR004672-01-000000000000	60

5. Indicate the **Percent %** of each ChartString in the allocation. Alternatively, you can select **Amount** and indicate the amount for each Chartstring in the allocation. If the allocation of the ChartString(s) you added is less than 100%, the remaining percent or amount will be allocated to the Default.
6. Click the **Save as Favorite** button to save this Allocation to re-use for future Expense Reports and then click **Save**.

## ADDING RECEIPTS ON CONCUR

\*All Employees are strongly encouraged to take the Concur Training [here](#). The following information is just a quick guide and a condensed version of the full-training.

# Receipts

Original receipts must be provided for all air, lodging, and rental car expenses. For all other expense types, receipts must be provided if the expense is equal to or in excess of \$50. A receipt may take many forms (i.e. cash register receipt, copy of an order form, web receipt or confirmation).

A receipt must identify:


- The date of purchase
- The vendor name
- An itemized list and unit price of the purchased items
- The total amount



For missing receipts over \$50, payee justification is required and a Missing Receipt Affidavit must be completed.

View the [Concur Travel and Expense Training](#) for examples of how to add various Travel and Business Expense Items to your Expense Report.

Manage Expenses

Training Conference \$0.00 

Not Submitted

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

Add Expense

Edit

Delete

Copy

Allocate


Combine Expenses

Move to ▼

No Expenses

Add expenses to this report to submit for reimbursement.

1. Click **Add Expense**. The Add Expense window appears.

Add Expense 

0  
Available Expenses

+

Create New Expense

Search for an expense type

^ 02. Transportation

Car Rental

Car Rental Fuel

Carpool Reimbursement

Charter Bus

Ground Transportation

Group Booking Deposit / Fee

Parking

Personal Car Mileage

Tolls

2. Select **Available Expenses** to add a Corporate Card or Concur Travel transaction to your Expense Report or **Create New Expense** to manually enter the Expense details.



3. If creating a new expense, search and select the **Expense Type**. The Expense Details screen appears.

Manage Expenses

### New Expense

Cancel Save Expense

Hide Receipt

Allocate

\* Required field

Expense Type \*  
Individual Meal - Lunch

Transaction Date \*  
MM/DD/YYYY

Purpose \*  
Meetings/Events

Was alcohol purchased? \*  
None Selected

Payment Type \*  
Cash/Personal Credit Card

Amount \*

Currency \*  
US, Dollar

Comment/Justification

Save Expense Save and Add Another Cancel


Attach Receipt Image

4. Complete all the required fields and, if necessary, attach any required receipts or documentation.  
**Note:** *If you are unable to change or detach an incorrect receipt you attached to your expense using the Concur Mobile app, delete the expense item and create a new one with the correct receipt.*

\*Instead of uploading the receipt on Concur, you also can email the receipt to **receipts@concur.com**

5. Click **Save and Add Another** to save and add another Expense Item to your Expense Report or **Save Expense** to save and return to your Expenses Report list.

Manage Expenses

Training Conference \$1,230.00 

Copy Report

Submit Report

Not Submitted

Report Details ▼

Print/Share ▼

Manage Receipts ▼

Travel Allowance ▼

Add Expense

Edit


Delete

Copy

Allocate

Combine Expenses

Move to ▼

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
<input type="checkbox"/>		Cash/Personal Credit Card	Conference/Seminar/Training Fees		10/23/2020	\$1,200.00
<input type="checkbox"/>		Cash/Personal Credit Card	Individual Meal - Lunch		10/23/2020	\$30.00
						\$1,230.00

6. After adding all the Expense Items to your Expense Report, click **Submit Report**. The User Electronic Agreement appears.
7. Click **Accept & Continue** on the User Electronic Agreement and then **Submit**.

# Adding a Missing Receipt Declaration

Receipts must be provided if the expense is equal to or **in excess of \$50**. Payee justification is required and a Missing Receipt Declaration must be completed. The Missing Receipt Declaration must be added by the payee and cannot be added by a delegate or approver.

The screenshot shows the 'Manage Expenses' interface. At the top, there's a 'Manage Expenses' header and an 'Alerts: 1' notification. Below this, the report title 'Team Meeting \$100.00' is displayed with a trash icon and 'Not Submitted' status. To the right are 'Copy Report' and 'Submit Report' buttons. A navigation bar includes 'Report Details', 'Print/Share', 'Manage Receipts' (highlighted with a red box), and 'Travel Allowance'. Below the navigation bar is a toolbar with buttons: 'Add Expense', 'Edit', 'Manage Attachments', 'Missing Receipt Declaration' (highlighted with a red box), 'Allocate', 'Combine Expenses', and 'Move to'. The main area is a table with columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains two rows of expense items, both marked with a missing receipt icon (a yellow triangle with a plus sign).

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash/Personal Credit Card	Instructional Supplies		10/05/2020	\$60.00
<input type="checkbox"/>		Cash/Personal Credit Card	Printing/Photocopying		10/05/2020	\$40.00
						\$100.00

Click the image for a short demonstration.

1. When viewing the Expense list in your Report where one or more Expense items are missing receipts, click the **Manage Receipts** drop down menu and select **Missing Receipt Declaration**. The Create Receipt Declaration appears.
2. Select the **checkboxes** for the Expense Items missing receipts and click **Accept & Create**.

## COMPLETING A CONCUR EXPENSE REPORT FOR A GUEST OR A STUDENT

\*All Employees are strongly encouraged to take the Concur Training [here](#). The following information is just a quick guide and a condensed version of the full-training.

- By default, Students and Guests (Outside Parties) do not have access to Concur. To assist Students and Guests with reimbursable expenses, a Staff member can create and complete a Travel and Business Expense Report on their behalf.
- To request reimbursement for a Student or Guest, the user must select CU Non-Profiled Payee as the Type of Report. Please follow our Report Header Guidance when completing the Create New Report screen in Concur. The following worksheet should be completed and included with all CU Non-Profiled Payee reports:
- Web Form: [Non-Profiled Payee Travel and Business Expense Worksheet](#)

## Creating an Expense Report on behalf of a Guest or Student

You should check ARC to validate that the requester has an active vendor profile and take note of the vendor ID and vendor classification (Employee, Outside Party, Student Employee, or Student Non-Employee). You will not be able to reimburse non-profiled payees without an active ARC vendor profile. Employees and Students are set up automatically with vendor IDs with the prefix 'CNR'. You must use the ARC vendor maintenance process to setup an ARC vendor profile for Outside Party vendors.

1. Fill out or ask the non-profiled payee to fill out the [Non-Profiled Payee Travel and Business Expense Worksheet](#). The worksheet can be sent electronically as an attachment or can be provided as a printed PDF to you for processing along with supporting documentation, including receipts.
2. After Creating A New Report in Concur, click the **Type of Report** dropdown and select **CU Non-Profiled Payee**.

Create New Report

Type of Report \*  
\*CU Non-Profiled Payee

School \*  
(140000X) FIN Finance

Division \*  
(14AD00X) FIN Administration

Sub-Division \*  
(141100X) PRC Procurement Svcs

Admin Department \*  
(1411205) PRC AP Administration

Report Name \*

Report Purpose \*

Detailed Business Purpose \*

Vendor Type \*  
Outside Party  
Employee  
Outside Party  
Student Employee  
Student Non-Employee

Vendor Name/ID \*  
Search by Text

Cancel Create Report

3. Select the **Vendor Type** (Employee, Outside Party, Student Employee, or Student Non-Employee).
4. Search and select the matching **Vendor Name / ID**.
5. Complete the remaining required fields. If necessary, edit the ChartFields.
6. Click **Create Report**. Add the Expense Items submitted by the payee from the Non-Profiled Payee Travel and Business Expense Worksheet.

## CHECKING APPROVAL STATUS OF YOUR REPORT

\*All Employees are strongly encouraged to take the Concur Training [here](#). The following information is just a quick guide and a condensed version of the full-training.





## CU Concur Tip: How do I view the Approval Status of my Expense Report?

What is it?

You can use the Report Timeline feature to view the approval status of an Expense Report.

### Who's it for?

Anyone who has submitted an Expense Report.

### How do I do it?

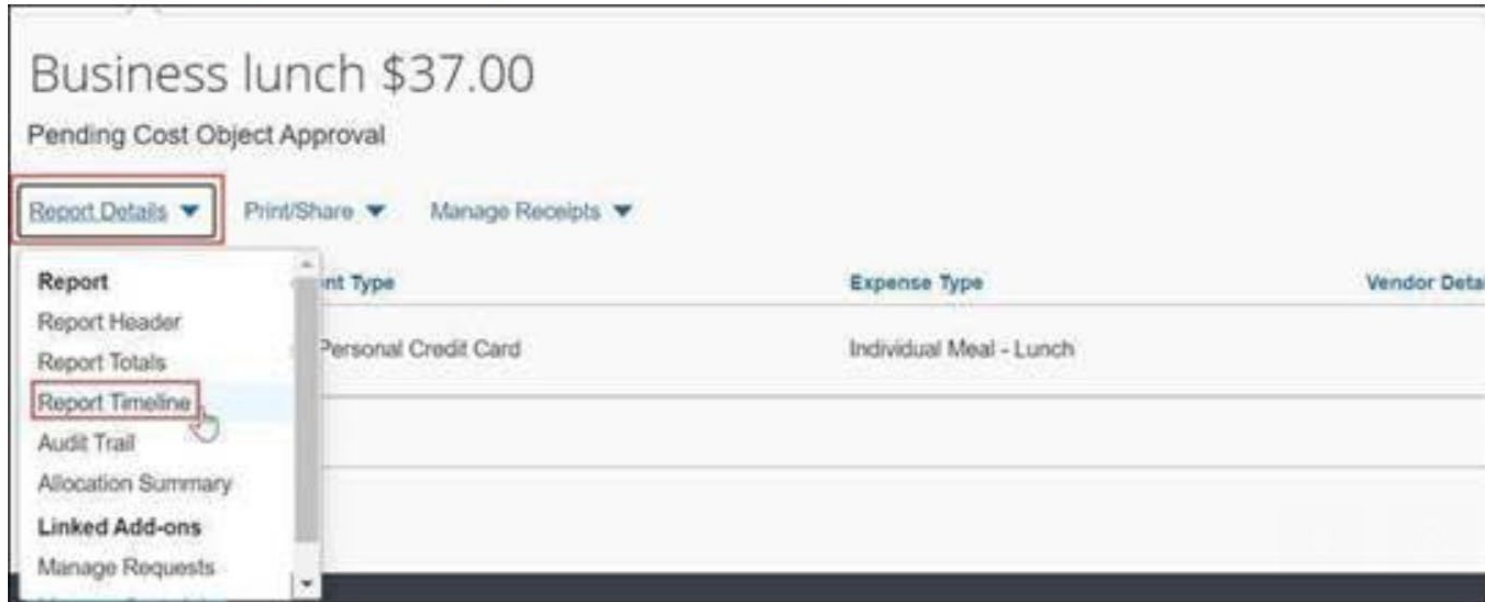
1. Log into Concur and click the Expense tab. Your Active Reports (currently being worked on or submitted into workflow) appear.

The screenshot shows the SAP Concur web interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, the 'Manage Expenses' section is active, with sub-links for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The 'Manage Expenses' section features a 'REPORT LIBRARY' with a 'View' dropdown menu set to 'Active Reports'. Below this, there are four cards: a 'Create New Report' button, a 'NOT SUBMITTED' report for 'Business Lunch' dated 04/14/2020 with a value of \$110.00, and two 'SUBMITTED' reports for 'Business Lunch' dated 04/15/2020 with values of \$37.00 and \$60.00. The submitted reports show a status of 'Submitted & Pending Approval' and list 'AA.Approver Initial Reviewer'.

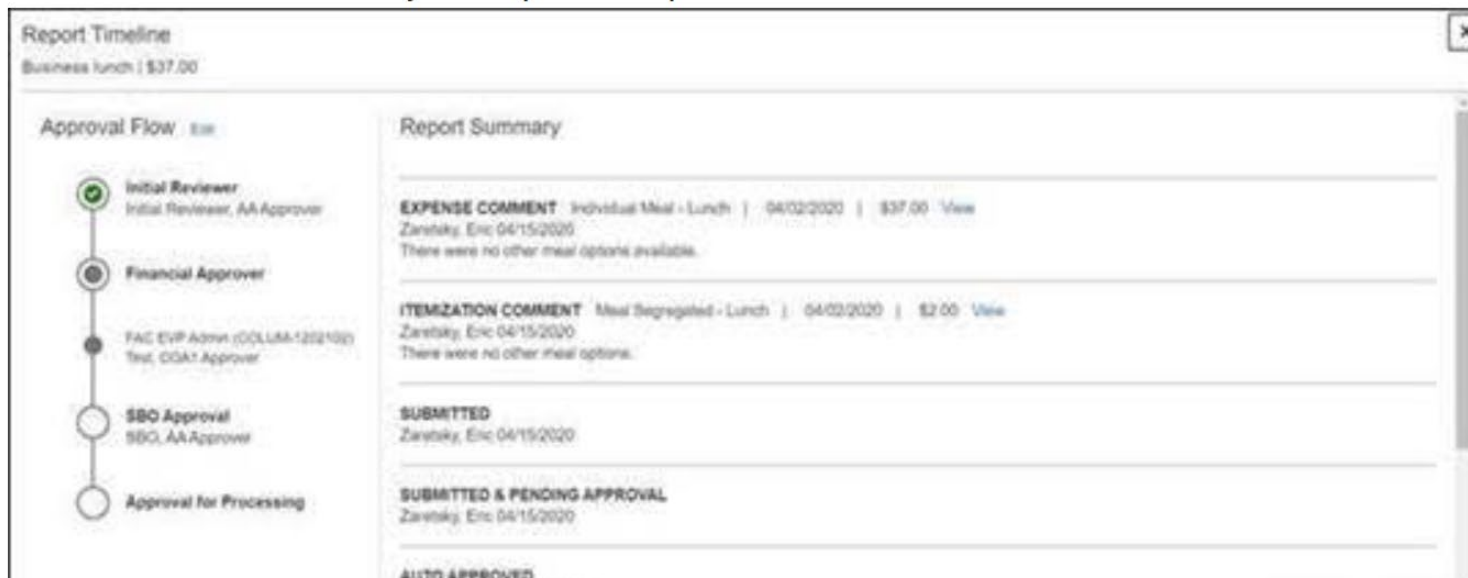
Report Status	Report Title	Date	Amount	Approval Status
NOT SUBMITTED	Business Lunch	04/14/2020	\$110.00	
SUBMITTED	Business lunch	04/15/2020	\$37.00	Submitted & Pending Approval AA.Approver Initial Reviewer
SUBMITTED	Business Lunch	04/15/2020	\$60.00	Submitted & Pending Approval AA.Approver Initial Reviewer



2. Click the Expense Report you want to view.
3. Click the Report Details dropdown and select Report Timeline.



The Report Timeline screen displays the Approval Flow and the Report Summary showing the Approval status and the actions taken on your Expense Report.

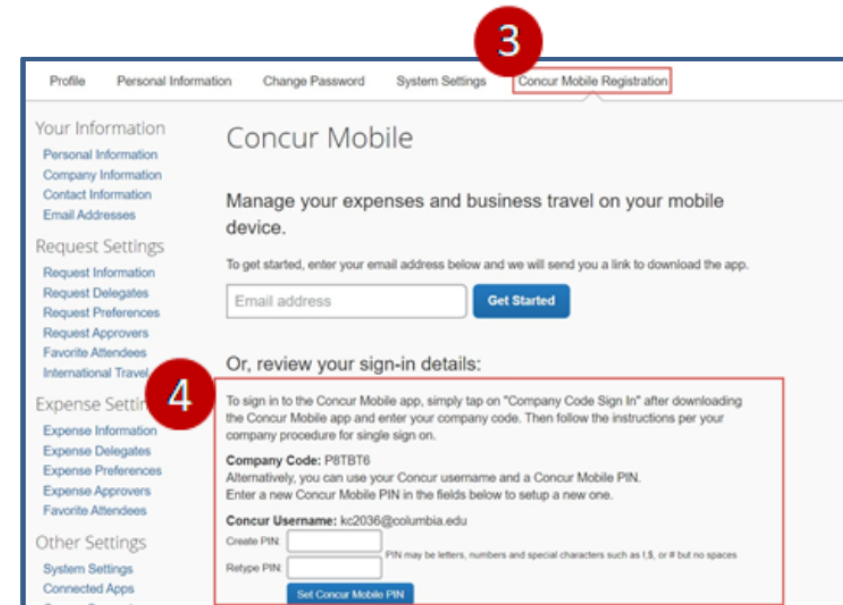
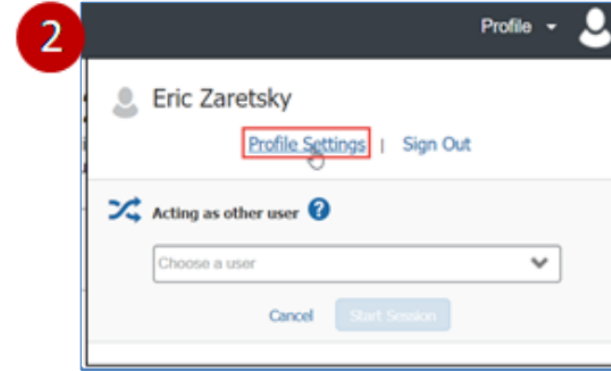


## ACCESSING CONCUR ON MOBILE

\*All Employees are strongly encouraged to take the Concur Training [here](#). The following information is just a quick guide and a condensed version of the full-training.

# Concur Mobile App Registration

1. Download the **Concur Mobile App** to your phone via the App Store or Google Play.
2. Log in to Concur on your **PC desktop**, click **Profile > Profile Settings**.
3. Click the **Concur Mobile Registration** tab.
4. Follow the directions for creating your **Concur Mobile Pin**.
5. Open the Concur Mobile App on your phone and log in using your **PIN**.



Click the icon to open **Job Aid: Setting Up and Installing the Concur Mobile App**

## APPENDIX

All Columbia financial policies and procedures, as well as links to forms and trainings, can be found in the [finance gateway](#). For additional information and full text of policies/instructions please visit the finance gateway.

- [Business Expense Policy](#)
- [Travel Expense Policy](#)

## NEED HELP?

- Please do not hesitate to contact Nancy should you require assistance.
- Additionally, you can [contact the Finance Service Center](#)
- Alternatively, you can log an incident or [request a service via Service Now](#)
- All Employees are *strongly* encouraged to take the Concur Expenses Training [here](#)